**Chavara Public School, Walwadi , Dhule**

 **Grade- VI C.B.S.E**

 **Periodic Test -II 2017-18**

 **Subject- Computer**

 **Date:- 00/03/18**  **Marks:- 30**

QI) Multiple choice questions. M-6

1. Every formula is excel must begin with an \_\_\_\_\_\_\_\_\_ sign.
2. + b) % c) =
3. Exponentiation ( ^) is an \_\_\_\_\_\_\_\_\_\_\_ operator.
4. Arithmetic b) Relational c) Logical
5. Arranging a given set of data in ascending or descending order is \_\_\_\_\_\_\_\_\_
6. concatenation b) function c) sorting
7. To create a simple text value, enclose it in \_\_\_\_\_\_\_\_\_ quotes.
8. single b) double c) multiple
9. Ctrl + x and Ctrl + v combination is used to \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_ the contents of a cell.
10. cut, paste b) copy, paste c) insert, delete
11. MS publisher is a part of \_\_\_\_\_\_\_\_\_\_\_\_\_.
12. Windows b) Ms office c) None of these
13. Picture frame tool is present on the \_\_\_\_\_\_\_\_\_\_\_\_ toolbar.
14. standard b) formatting c) object
15. \_\_\_\_\_\_\_\_\_\_ means to replace the text with your own.
16. editing text b) formatting publication c) editing pictures
17. To use your email account, enter \_\_\_\_\_\_\_\_\_\_\_\_ name and \_\_\_\_\_\_\_\_\_\_ in appropriate boxes.
18. Login, password b) Username, password c) Login, phone number
19. All the deleted mails move to \_\_\_\_\_\_\_\_\_\_.
20. drafts b) inbox c) trash
21. Unread mails are highlighted in \_\_\_\_\_\_\_\_\_\_\_\_.
22. bold b) italic c) underline
23. To reply to a received message, \_\_\_\_\_\_\_\_\_ option is used.
24. forward b) reply c) inbox

QII) Fill in the blanks. M-6

1. \_\_\_\_\_\_\_\_\_\_\_ is the way to send mail from one \_\_\_\_\_\_\_\_\_\_\_ to another computer.
2. The most important advantage of e-mail is that it is \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_
3. To send an e-mail, you need an \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_ of the receiver.
4. E-mail can reach anywhere in the \_\_\_\_\_\_\_\_\_.
5. To \_\_\_\_\_\_\_\_\_ from Ms Publisher, click the close button.
6. When you start \_\_\_\_\_\_\_\_\_ you see a list of recent files in publication task pane.

QIII) Very short answers. M-6

1. Define sorting?
2. Write the order of precedence of operators.
3. How do you delete and e-mail?
4. What is sign out?
5. How do you exit Ms Publisher?
6. Which tool bar is used to edit the pictures?

QIV) Short answer questions. M-8

1. Write the difference between reply and forward option.
2. How do you know that you have a new mail? How do you read it?
3. What are Relational and logical operators used for?
4. Write the rules to write a formula in excel.

QV) Long answers. M-4

1. What is formatting a publication? Write the steps to change font sentences.
2. What is Trash? How do you delete a mail and how do you restore it?

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