Std. XI (OM, AAT)

Date: 06/08/2022   **SUB: COMPUTER APPLICATION**

Max. Marks: 20
Duration: 1hr

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Write the no. of questions correctly.

SECTION A

Select the correct alternative from those given below:

1. A space where you can organise applications, folders and documents, which appear as icons_____ (desktop, screen saver, wallpaper, windows explorer)   1mk

2. Change the colour behind the selected text_____ (border, shading, bullets, numbering)   1mk

Answer the following in a word or a phrase:

3. Command used to find word or other content in the document and replace it with other word.   1mk

Answer the following in one sentence:

4. What is the function of Recycle bin?   1mk

SECTION B

Answer the following in about 20 to 30 words:

5. State the steps to turn off a computer.   2mks
6. Differentiate between hard reboot and soft reboot.   2mks
7. Explain the following terms.
     i) Underline   ii) Clear Formatting   2mks
8. State the steps to apply line spacing for a paragraph.   2mks
9. State the steps to select Text and Object.   2mks

SECTION C

Answer the following in about 50 to 60 words:

10. Differentiate between CD/DVD format and USB format.   3mks
11. State the steps to open a file in MS-Word.   3mks

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