

Vidya Vikas Mandal's  
Ramacrisna Madeva Salgaocar Higher Secondary School  
Margao-Goa

**COMPUTER APPLICATION**  
Second Quarterly Test, January 2023

STD: XI (OM/AAT)  
Date: 19/01/2023

DURATION: 1 Hr.  
Max.Marks:20

**Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate marks allotted to each question.
3. Write the number of questions correctly.

**SECTION A**

Select the correct alternative from those given below:

1. A tab displays for each open document to allow you to quickly move between documents is termed as \_\_\_\_\_  
(Drawing window, Document palette, Document tab, Menu bar) **1mk**
2. A software which is used to save and maintain daily business transactions like purchases sales, receipts and payments is known as \_\_\_\_\_  
(Tally, e-views, SAS, Microsoft Word) **1mk**

**Answer the following in a word or phrase:**

3. Horizontal and vertical borders that are used to determine the size and position of object in a drawing. **1mk**

**Answer the following in one sentence:**

4. What is the use of Shape tool? **1mk**

**SECTION B**

**Answer the following in about 20 to 30 words:**

5. Explain the steps to draw a Polygon and how to convert the polygon into a star. **2mks**
6. Explain "VAT". **2mks**
7. Write down four advantages of Tally. **2mks**
8. Explain the steps to smear the edge of an object. **2mks**
9. Explain the following terms with examples:- a) Personal account, b) Real Account. **2mks**

**SECTION C**

**Answer the following in about 50 to 60 words:**

10. Explain steps to rotate an object along its center. **3mks**
11. State and Explain the need of Computerized Accounting. **3mks**