STD: XI (OM/AAT)   DURATION: 1 Hr.
Date: 13/10/2022   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. Intersection of a row and a column forming a rectangular portion is termed as _____
   (Table, Column, Row, Cell)

   1mk

2. One of the most popular web browser with its global share of more than 50% is _____
   (Internet Explorer, Google Chrome, Mozilla Firefox, Microsoft Edge)

   1mk

Answer the following in a word or phrase:

3. MS-Word feature used to represent data graphically.

   1mk

Answer the following in one sentence:

4. What is the use of margin?

   1mk

SECTION B

Answer the following in about 20 to 30 words:

5. Explain the steps to delete an extra row.

   2mks

6. Explain the steps to apply shading for a paragraph.

   2mks

7. Write down the disadvantages of Internet.

   2mks

8. Explain the steps to change the size of the page.

   2mks

9. Explain the following terms:- a) Change case, b) Text Effect and Typography.

   2mks

SECTION C

Answer the following in about 50 to 60 words:

10. Explain steps to add date and time in the document.

    3mks

11. Explain steps to create an account.

    3mks