VidyaVikas Mandal's Ramacrisna Madeva Salgaocar Higher Secondary School

Margao-Goa

COMPUTER APPLICATION
First Term Examination, October 2022

STD: XI (OM/AAT) Date: 13/10/2022

DURATION: 1 Hr. Max. Marks:20

	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.	
Select the correct alternative from those given below:	
1. Intersection of a row and a column forming a rectangular portion (Table, Column, Row, Cell)	
	1mk
2. One of the most popular web browser with its global share of m	ages the section of
(Internet Explorer, Google Chrome, Mozilla Firefox, Microsoft	Total Su% 18
o and the tox, where some	Imk 1mk
Answer the following in a word or phrase:	
3. MS-Word feature used to represent data graphically.	
to represent data graphically.	1mk
Answer the following in one sentence:	
4. What is the use of margin?	
and the the of margin:	1mk
Answer the following in all and 20 to 20	
Answer the following in about 20 to 30 words:	
5. Explain the steps to delete an extra row.	2mks
6 Evaloin the standard and	ZIIINS
6. Explain the steps to apply shading for a paragraph.	2mks
7 Waite day of 11 in	ZIIIRS
7. Write down the disadvantages of Internet.	2mks
P-1: 1	ZIIIKS
Explain the steps to change the size of the page.	21
	2mks
Explain the following terms:- a) Change case, b) Text Effect and	Typography
	1 ypography. 2mks
SECTION C	
Answer the following in about 50 to 60 words.	
O. Explain steps to add date and time in the document.	
	3mks
1. Explain steps to create an account.	
	3mks