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RAMCRISNA MADEVA SALGAOCAR HIGHER SECONDARY SCHOOL
MARGAO- GOA
SECOND QUARTERLY TEST**

Std. XI OM/AAT
Date: 26/02/2022

SUB: COMPUTER APPLICATION

Max. Marks: 20
Duration: 1hr

General instructions:

- i. All questions are compulsory.
- ii. There are three sections in this question paper (A, B, C)
- iii. In section A there are four question of which number 1&2 are multiple choice questions. Question number 3 is to be answered in a word, phrase, or figure and question number 4 to be answered in one sentence only.
- iv. Figures to the right indicate marks allotted to each question.
- v. Write the number of questions clearly on your answer book.

SECTION A

Select the correct alternative from those given below:

1. The feature that distributes the text evenly between the margins is ____ (Centre, Justify, Align left, Align Right) (1)

2. The feature that allows to type very small letters just above the line of text is ____ (Subscript, Superscript, Text Highlight Color, Underline) (1)

Answer the following in a word or a phrase:

3. Gives a cancellation effect for a text by drawing a line through it. (1)

Answer the following in one sentence:

4. What is the use of 'Clear Formatting' option in MS. Word (1)

SECTION B

Answer the following in about 20 to 30 words:

5. Write a short note on Ms. Word. (2)
6. Explain the steps to start Ms. Word. (2)
7. Explain the steps to apply shading for a paragraph. (2)
8. Explain the steps to apply line spacing for a paragraph. (2)
9. Explain the steps in using change case feature. (2)

SECTION C

Answer the following in about 50 to 60 words:

10. Explain the steps to use bullets. (3)
11. State any six features of MS. Word. (3)
