

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

**COMPUTER APPLICATION**  
**First Term Exam, October 2024**

STD: XI AA  
Date: 23/10/2024

DURATION: 2 HRs  
Max. Marks: 40

**INSTRUCTIONS:**

1. There are four sections in the question paper (A,B, C & D) consisting of 20 questions.
2. In Section A there are eight questions of which question no. 1 to 5 are Multiple Choice Questions, question no. 6 to 8 are to be answered in one word or phrase and are 1 mark each.
3. Section B: Questions should be answered in about 30 words each and are of 2marks each.
4. Section C: Questions should be answered in about 60 words each and are of 3marks each.
5. Section D: Questions should be answered in about 100 words each and are of 4marks each.
6. Attempt all the questions however Internal choice is clearly indicated.
7. Figures to the right indicate marks allotted to each question.
8. Answer each section on a fresh page.

**SECTION -A**

1. A space where you can organize applications folders and documents which appear as icons \_\_\_\_\_ . **(1 mark)**
  - A. Desktop
  - B. Windows
  - C. Recycle bin
  - D. Document
  
2. A software program that becomes activated after the computer is inactive for a specified amount of time. \_\_\_\_\_ . **(1 mark)**
  - A. Wallpaper
  - B. Date and time
  - C. Screensaver
  - D. Hard reboot
  
3. A feature which is used to remove the selection and put it on the clipboard so you can paste it somewhere else. **(1 mark)**
  - A. Cut
  - B. Copy
  - C. Paste
  - D. Format painter
  
4. A feature which gives a cancellation effect for a text by drawing a line through it. **(1 mark)**
  - A. Underline
  - B. Strikethrough
  - C. Clear formatting
  - D. Italics

P.T.O

5. Distributes your text evenly between the margins. **(1 mark)**  
A. Align left  
B. Align right  
C. Center Align  
D. Justify

6. Name the feature that changes the colour behind the selected text or paragraph. **(1 mark)**  
7. Name one of the most popular web browsers with its global share of more than 50%. **(1 mark)**  
8. Give the shortcut key for paste text. **(1 mark)**

**SECTION -B**

9. Explain the term 'Windows'. **(2 marks)**  
10. What do you mean by 'Wallpaper'? **(2 marks)**  
11. Mention the steps to use format painter. **(2 marks)**  
12. State the steps to apply line spacing for a paragraph. **(2 marks)**  
13. Write down steps to delete an extra row. **(2 marks)**  
14. What are the steps to set border for a picture? **(2 marks)**  
15. List any two advantages of Internet. **(2 marks)**  
16. State and explain any two types of browsers. **(2 marks)**

**SECTION -C**

17. Differentiate between CD/DVD format and USB format. **(3 marks)**  
18. State the steps to insert file using text from file option. **(3 marks)**  
19. Mention the steps to apply page border to a document. **(3 marks)**  
20. What are the steps to be followed while creating a Gmail account? **(3 marks)**

**SECTION -D**

21. List down the steps to divide your text into columns **(4 marks)**  
**OR**  
21. Write the steps to change margin of a page. **(4 marks)**
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