

COMPUTER APPLICATION
Mid Term Exam, July 2025

STD: XI (OM/AAT)

Date: 25/07/2025

DURATION: 1 Hr.

Max.Marks:20

Instructions:

- i. All questions are compulsory.
- ii. There are four sections in this questions paper (A, B, C & D) consisting of 10 questions.
- iii. In Section A there are four questions of which question number 1 & 2 are multiple choice questions, question number 3 is to be answered in a word, phrase or figure and question number 4 is to be answered in one sentence only.
- iv. Figures to the right indicate marks allotted to each question.
- v. Write the number of each question clearly on the answer book.

SECTION A

Select the correct alternative from those given below:

1. The virtual location for applications, documents, data or other sub-folders is termed as _____.
(Recycle bin, Folder, File, Wallpaper) 1mk
2. Vertical blocks of a table are termed as _____.
(Table, Column, Row, Cell) 1mk

Answer the following in a word or phrase:

3. Ends the current page from the cursor position and moves the cursor or the text, which is behind the cursor on to the next page. 1mk

Answer the following in one sentence:

4. What is Recycle bin? 1mk

SECTION B

Answer the following in about 20 to 30 words:

5. Explain the steps to delete an extra column. 2mks
6. Explain the steps to apply border for a paragraph. 2mks

....2....

7. Explain the steps to set border for a picture.

2mks

SECTION C

8. Explain the steps to save or create a file in the folder.

3mks

9. Explain the following terms:- a) Change case, b) subscript and c) Strikethrough.

3mks

SECTION D

Answer the following in about 50 to 60 words:

10. Explain steps to insert table as per Insert Table Method.

4mks
