
VVM's

RAMACRISNA MADEVA SALGAONCAR HIGHER SECONDARY SCHOOL

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STD: -XI
Stream: - OM/AA
Sub: -Computer Application

Marks: -40
Dur: -2hrs
Date: -8/10/25

Exam: -FIRST TERM EXAM OCTOBER 2025

No. of Printed pages: - 2

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 4 are multiple choice questions, question no. 5&6 are to be answered in one word, phrase or figure and question no. 7 & 8 are to be answered in one sentence each.
3. Attempt all the questions however internal choice is given for question number 18 and 20.
4. Figures to the right indicate marks allocated to each question.
5. Write the number of each question clearly on the answer book.

SECTION A

- 1 DVD is an abbreviation for _____ 1
 - a. Digital Versatile Disc
 - b. Different Versatile Disc
 - c. Digital Vast Disc
 - d. Digital Variable Disc
- 2 Shortcut key combination used to save a file is 1
 - a. Ctrl+ A
 - b. Ctrl+ S,
 - c. Ctrl+ U
 - d. Ctrl+ A
- 3 _____ helps you to repeat content on bottom of every page. 1
 - a. Footer
 - b. Bookmark
 - c. Header
 - d. Hyperlink

- 4 Which is the default page size in MS Word? 1
- A4
 - Letter
 - Legal
 - A3
- 5 What is the full form of WWW? 1
- 6 Type very small letter just above the line of text. 1
- 7 State any two advantages of internet. 1
- 8 What is a cell in MS-Word? 1

SECTION B

- 9 State the difference between file and folder. (two points) 2
- 10 How to create a folder? 2
- 11 Write the steps to create a hyperlink in MS-Word. 2
- 12 Mention the steps to crop picture in MS-Word. 2
- 13 Explain any two types of internet browser. 2
- 14 What are the basic requirements for internet connection? 2

SECTION C

- 15 Write the difference between DVD/CD format and USB format. 3
- 16 Explain the following terms. 3
- Strikethrough
 - Watermark
 - MS -word
- 17 Mention the steps to change the margin of a page. 3
- 18 Write the steps to set the borders for a picture. 3
- Or
- Write the steps to insert picture to a document

SECTION D

- 19 Write the steps to apply page border to a document. 4
- 20 What are the steps to use numbering in MS Word? 4
- Or
- How to insert a table in MS Word?
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