**LBS**

**SA – I**

**CLASS VI (2015-16)**

**Computer**

**Time: 2 hrs MM:60**

**Section – A**

**1. Answer One word: (10)**

1. **Which button is used to further select option for printing a document?**
2. **Which tab do you select to execute mail merge option?**
3. **Which option is used for combining data in one cell?**
4. **How will you create settings for the CD?**
5. **Name the extension for recorded sound files?**
6. **Which key will make duplicate of current slide?**
7. **Which tab is used for table shading?**
8. **Which tool is used for changing the border color?**

**2 Fill in the blanks: (10)**

1. **\_\_\_\_ are the bars that show data value.**
2. **Insert above option is present on \_\_\_\_tab.**
3. **\_\_\_is the speaker icon to play the sound.**
4. **\_\_\_ are the bars that show the data value.**
5. **The data source can be created in \_\_\_\_ database file.**
6. **\_\_\_is the upcoming version of windows.**
7. **Animation effects can be applied on \_\_\_\_ and \_\_\_\_on a slide.**
8. **\_\_\_\_button is present on the start slide show group.**
9. **\_\_\_\_is a ready made button for defining hyperlink on a slide.**
10. **\_\_\_option is used for desired speed in transition.**

**3. State True or False (10)**

1. **Sound recorder facility is available in windows media player folder.**
2. **Burning a CD and ripping a CD is one and the same thing.**
3. **The border of a table cannot be modified.**
4. **Multiple rows can be added in a table .**
5. **Media clips group is present on the Insert tab.**
6. **We can add sound to text or graphics in a presentation.**
7. **Transition effects give motion to text and pictures**
8. **The text is aligned to the top of a cell by default.**
9. **Windows mobile software is used to play and organize digital media files.**
10. **We cannot delete the entire data of a datasheet .**

**4. Choose the correct answers : (10)**

1. **Intersection of a row and a column is called a\_\_\_\_\_.**

**a. cell b. table c. cell border.**

1. **There are \_\_ alignment buttons on the layout tab.**

**a. Four b Six c. three**

1. **Transition effects can be seen in \_\_\_ view.**

**a.Slide sorter b. Notes pages c. Slide show.**

1. **\_\_ is a row on a datasheet which consists of a number of fields.**

**a. field b. record c. Datasheet.**

1. **To free up disk space and help one computer to run faster, we use\_\_\_**

**a. windows media player b. disk cleanup c. media**

1. **In MS PowerPoint 2007, chart button is present on the\_\_\_ tab.**

**a. Home b. Design c. Table format.**

1. **\_\_refers to the positioning of text in a table in a table cell.**

**a. Alignment b. Formatting c. Table style.**

1. **The recorded sound files are assigned the extension \_\_\_.**

**a. .midi b. .wma c. .wav**

1. **The custom animation button is available on the\_\_\_\_ tab.**

**a. slide show b. review c. animations.**

1. **\_\_\_effects can be added to objects on a slide.**

**a. Animation b. Transition c. Sound.**

**5 Answer the following questions ( in brief’s):- (5)**

1. **What do you understand by Burning CD?**
2. **What is term field?**
3. **How will you create CD settings?**
4. **What do you mean by hyperlink?**
5. **Define star symbol.**

**6 Answer the following in detail. (15)**

**1. (a) What is data source?**

**(b) How will you rip songs from an CD to a computer?**

**2. (a) What is chart ? Name the components of chart.**

**(b)What do you understand by Animation? How is it**

**helpful in presentation.**

**3. (a)How will you insert your own sound in presentation?**

**(b) How will you insert a table in a presentation? Explain any two ways.**