

Date: 14-09-2024

## B. K. BIRLA CENTRE FOR EDUCATION, PUNE

(SENIOR SECONDARY CO-ED DAY CUM RESIDENTIAL SCHOOL, AFFILIATED TO CBSE NEW DELHI)

# **MID TERM EXAM (2024-25)**



MARKING SCHEME



**Duration: 2 Hours** 

Max. Marks: 50

A. Match the following. (Answer any 14 of 18)  $14 \times 1 = 14 \text{ Marks}$ 1. Which type of data contains number from 0 to 9? a. Number b. Text c. Formula 2. Which of the following is a neighboring cell that touch each other? a. Row b. Column c. Range 3. How many columns are there in Excel? a. 1,048,576 b. 8,848 c. 16,384 4. Which of these button is used to perform addition of a range in a cell? a. Addition b. Sum c. Auto sum 5. The intersection of a row and column is called. b. active cell a. Cell c. range of cell 6. Which bar shows the data and formula entered in an active cell? a. Function b. formula c. title 7. Bullet option is available in .....group. a. Paragraph b. design c. font 8. To increase or decrease the font size, we need to go to. a. Home->Font b. Home->Paragraph c. Design->Theme 9. PowerPoint makes it easy to ......picture in your presentation. b. select a. Arrange c. rotate 10. A.....is a type face or a style of lettering. a. Text b. font c. ruler 11. Align ..... button is to align text against the right edge of the placeholder. a. Right b. left c. Top & Bottom 12. Hold the .....key on your keyboard when rotating an image to limit the rotation angle. a. Rotate b. shift c. Flip 13. Which of the following help you to arrange and display data in a systematic manner? a. Table b. row c. column 14. The split cell command is a part of. a. Design tab b. Insert tab c. layout tab 15. Which of the following is used to format a table? a. File tab b. Insert tab c. layout tab 16. To move to the next cell, which tool is used? a. Enter b. Tab c. Backspace 17. To format a table, which tab is used? a. Design tab b. File tab c. Insert tab 18. The horizontal data is called.

c. Table

b. Column

a. Row

#### B. Fill in the blanks with the help of words given in the box.

 $5 \times 1 = 5 Marks$ 

Desktop Windows Hello Microsoft Windows Recycle Bin Icons

- 19. ... Windows Hello ... provides extra security to your application.
- 20. The files/folders you delete gets stored in... Recycle Bin ...
- 21. When you open your computer the first screen that appears is... **Desktop** ....
- 22. ... Microsoft Windows ... is an operating system.
- 23. ..... **Icons** .....are the graphical images that give a quick access to the related application.

#### C. Write 'T' for true and 'F' for false statements.

 $5 \times 1 = 5 \text{ Marks}$ 

- 24. Charles Babbage is known as the 'Father of computer.' -T
- 25. Apple 2C is minicomputer. -F
- 26. Abacus was made of a wooden frame with rods, each having beads. -T
- 27. Microcomputers are also called PC. -T
- 28. Abacus was first calculating device. -T

### D. Short Answer Questions. (Answer any 7 of 10)

 $7 \times 2 = 14 \text{ marks}$ 

29. How many types of computers are there on the basis of speed, size and memory (storage capacity). Write the name of each type.

Ans-Micro Computer, Mini Computer, Mainframe Computer and Super Computer.

30. Name the technology used in first generation and second generation.

Ans- Vacuum Tube and Transistor

31. Write the name of at least four icons present at desktop.

Ans- This PC, Recycle Bin, Network, Document

- 32. Rearrange the following words.
  - a. TSART UTTBON-START BUTTON
  - b. IEFL-FILE
- 33. Write the steps to create a table by using insert table dialog box.

Ans- Insert Tab-> Table Option-> Select Number of Rows and Columns

34. How can you merge table cells? Write steps.

Ans- Select cells->Layout-> Merge Cells

- 35. Write down the shortcut key for the following.
  - a. For copy the slide- Ctrl+C
  - b. For cut the slide- Ctrl+X
  - c. For paste the slide- Ctrl+V
  - d. For undo action- Ctrl+Z
- 36. Name the different types of alignment used in PowerPoint.

Ans- Left, Right, Center and Justify

37. How can you rename and remove a worksheet.

Ans- Right Click on worksheet-> Select Rename option

Right Click on worksheet-> Select Delete option

38. Differentiate between a workbook and worksheet.

Ans- A workbook acts as a container or binder for multiple worksheets. Think of it as a book with multiple pages.

A worksheet is a single page or tab within a workbook. It's where you enter and manipulate data, perform calculations, and create charts.

39. What are the features of Microsoft Excel?

Ans-Data Entering and Formatting

Formula and Functions

Data Analysis and Manipulation

Charts and Graphs

40. What type of data can be inserted in Excel? Explain.

Ans- Text data includes any characters or strings of characters, such as names, descriptions, and addresses. It is primarily used for labeling and categorizing data.

Numeric data includes numbers that can be used for mathematical operations. This includes integers, decimals, and percentages.

Date and time data includes dates and times, which can be used for scheduling, tracking, and chronological analysis.

41. What do you mean by undo and redo action?

Ans- Undo is an action that reverses the most recent change or series of changes made to a document, spreadsheet, or project. It restores the content to its previous state before the last modification.

Redo is an action that reapplies the most recent change that was undone using the Undo feature. It restores the content to the state it was in after the last Undo operation.

- 42. Write down the method to make following selections.
  - a. To select a cell.-Triple click inside the cell
  - b. To select a table.-click on the table move handle
  - c. To select a row.-move the mouse to the left of the row
- 43. How can we format a table in MS Word?

Ans- Once the table is inserted, we can use the "Table Design" and "Layout" tabs to format it. These tabs appear under "Table Tools" on the ribbon when you click inside the table.

44. What is operating system? Give example.

Ans- An operating system (OS) is system software that manages computer hardware and software resources and provides a range of services for computer programs. It acts as an intermediary between users and the computer hardware, enabling users to interact with the computer system and run applications.

Examples-

**Process Management** 

File Management

Memory Management

45. What do you mean by Abacus? Explain.

Ans- An Abacus is a traditional calculating tool used for performing arithmetic operations such as addition, subtraction, multiplication, and division.

It consists of a frame with rods or wires, each containing beads that can be moved to represent numerical values.

The abacus has been used for centuries in various cultures and continues to be employed in some educational settings and cultures for teaching and calculation purposes.

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