BK BIRLA CENTRE FOR EDUCATION

SARALA BIRLA GROUP OF SCHOOLS
SENIOR SECONDARY CO-ED DAY CUM BOYS' RESIDENTIAL SCHOOL

PERIODIC TEST II (2024-25)
INFORMATION TECHNOLOGY (802)

Class: XI Science/Arts / Commerce (SUBJECT-4)　　　　**Duration: 1 hr.**
Date: 02-12-2024　　　　　　　　　　　　　　　　　　　　**Max Marks: 25**
Adm No: ……………………………　　　　　　　　　　　**Roll No. :**

NOTE : (i) All questions are compulsory.
　　　　　(ii) Do as per the instructions given in the questions.

I. Multiple Choice Questions :　　　　　　　　　　　　　　**(12 X 1 = 12)**

(1) What is the purpose of word processing software ?
　　　　(a) Editing images　　　　　　　　　(b) Managing databases
　　　　(c) Creating spreadsheets　　　　　　(d) Creating and editing text documents

(2) What type of software is OpenOffice Writer ?
　　　　(a) Graphic design software　　　　　(b) Video editing software
　　　　(c) Word processing software　　　　　(d) Web browsing software

(3) What does Copy Text do ?
　　　　(a) Delete selected text　　　　　　　(b) Move text to a different location
　　　　(c) Duplicate selected text　　　　　　(d) Change text formatting

(4) Which tab provides commands such as view status bar, ruler, sidebar etc. in OpenOffice Writer?
　　　　(a) Insert tab　　　　　　　　　　　　(b) Format tab
　　　　(c) View tab　　　　　　　　　　　　(d) Toola tab

(5) Which software from LibreOffice is for spreadsheet ?
　　　　(a) Writer　　　　　　　　　　　　　(b) Excel
　　　　(c) Halo　　　　　　　　　　　　　　(d) Calc

(6) Which shortcut can you use for creating a new document ?
　　　　(a) Ctrl + O　　　　　　　　　　　　(b) Ctrl + W
　　　　(c) Ctrl + N　　　　　　　　　　　　(d) Ctrl + P

(7) Which type of data entered in spreadsheets is meant for calculation purposes ?
　　　　(a) Labels　　　　　　　　　　　　　(b) Numbers
　　　　(c) Values　　　　　　　　　　　　　(d) Formula

(8) In copying data and moving the data, the common part is the :
　　　　(a) Paste operation　　　　　　　　　(b) Format
　　　　(c) Text align　　　　　　　　　　　　(d) Autofill

(9) Which feature of Impress lets you define master slides with consistent formatting, fonts and background, ensuring a cohesive look throughout the presentation ?
　　　　(a) Slide creation　　　　　　　　　　(b) Multimedia support
　　　　(c) Master slides　　　　　　　　　　(d) Sharing of slides

(10) With OpenOffice ………………. You can explore a wide range of slide transition effects and animation options.
　　　　(a) Calc　　　　　　　　　　　　　　(b) Writer
　　　　(c) Impress　　　　　　　　　　　　(d) Draw

(11) Which element of the Impress interface is present at the bottom of your window ?
　　　　(a) Menu bar　　　　　　　　　　　　(b) Work area
　　　　(c) Scroll bar　　　　　　　　　　　(d) Status bar

(12) Various commands related to viewing the presentation can be executed using the :
　　　　(a) File menu　　　　　　　　　　　　(b) Edit menu
　　　　(c) View menu　　　　　　　　　　　(d) Format menu

II. Short answer type questions : (Answer any four) (4 X 2 = 8)
(1) What is a word processing software ? Explain. Give any two examples of it.
(2) What is Find and Replace option in Writer ? Explain with example.
(3) Describe with example how the Autofill feature of Calc works.
(4) Describe the following Calc functions with example :
      (a) SUM   (b) AVERAGE
(5) What is the difference between the File tab and the Edit tab in Impress ? Explain.
(6) What is the difference between the Save and Save As command ? Explain.

III. Long answer type questions : (Answer any two) (2 X 2.5 = 5)
(1) Explain these commonly used File options in Writer :
      (a) New   (b) Recent documents   (c) Page Preview
(2) What is cell referencing in spreadsheet ? Explain three different types of cell referencing with example.
(3) Name the different view options used in OpenOffice Impress ? Explain any two.

*********** ALL THE BEST ************