



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-5)

Duration: 1 Hour

Date:

Max Marks: 25

Name:

Adm. No. :

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections: Section A, B & Section C.
3. Section A has Objective type questions whereas Section B contains short questions Section C contains long questions.
4. All questions of a particular section must be attempted in the correct order.
5. **SECTION A - OBJECTIVE TYPE QUESTIONS (12 MARKS):**
 - i. This section has 12 questions. All compulsory.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
6. **SECTION B – SHORT QUESTIONS (8 MARKS):**
 - i. This section has 6 questions. Answer any 4.
 - ii. Do as per the instructions given.
 - iii. Marks allotted are mentioned against each question/part.
7. **SECTION C – LONG QUESTIONS (5 MARKS):**
 - i. This section has 3 questions. Answer any 2.
 - ii. Do as per the instructions given.
 - iii. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

I. MCQ (Multiple Choice Questions)

12 x 1 = 12 Marks

1. What type of software is OpenOffice writer?
 - a. Graphic design software
 - b. Video editing software
 - c. Word processing software
 - d. Web browsing software
2. Which tab in open office writer is used for commands like create,save,print,open and close?
 - a. Format tab
 - b. Insert tab
 - c. Home tab
 - d. File tab
3. What is the purpose of word processing software?
 - a. Creating and editing text document
 - b. Editing image
 - c. Creating spreadsheet

- d. Managing database
4. Which tab in open office writer is used for commands like cut,copy,paste,find & replace,undo,and redo changes?
 - a. Edit tab
 - b. View tab
 - c. Tools tab
 - d. Format tab
 5. Which software from LibreOffice is for spreadsheets?
 - a. Write
 - b. Excel
 - c. Presentation
 - d. Calc
 6. Which menu of open office Calc will need to be used for using macros?
 - a. Insert
 - b. Format
 - c. Tools
 - d. Window
 7. Which type of data entered in spreadsheets is meant for calculation purpose?
 - a. Text
 - b. Numbers
 - c. Values
 - d. Symbol
 8. In copying data and moving the data, the common part is the.
 - a. Paste operation
 - b. Format
 - c. Undo
 - d. Autofill
 9. With OpenOfficeyou can explore a wide a wide range of slide transition effects and animation options.
 - a. Calc
 - b. Writer
 - c. Impress
 - d. Draw
 10. 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
 11. One of the ways of viewing master slides is.
 - a. View>Master>Slide Master
 - b. View>Slide master

- c. Slide Master Icon
 - d. None of these
12. What function key is used to start the slide or to show the slide on the full screen?
- a. F4
 - b. F5
 - c. F6
 - d. F7

SECTION B: SHORT QUESTIONS

II. Short answer type questions.(Answer any 4 out of 6) 4 x 2 = 8 Marks

13. What can a presentation software be used for?
14. What are the different tabs in open office impress? Explain any two.
15. Describe how the autofill feature of Calc works?
16. What is a relative referencing? Explain with example.
17. What is the difference between Ctrl+C, Ctrl+V, Ctrl+X and Ctrl+S
18. What is word processing software? Write the purpose of using word processing software.

SECTION C: LONG QUESTIONS

III. Long answer type questions.(Answer any 2 out of 3) 2 x 2.5 = 5 Marks

19. Give the shortcuts for the following actions and also describe the actions in more details.
- a. Undo b. Redo c. Print d. Select All e. Find and Replace
20. Describe the following functions in Calc.
- a. ROUND
 - b. RAND
 - c. ABS
21. Name any five views in which slides of impress can be viewed and ways to access them from the menu.

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