



Class : VI  
Date : 18-10-2023

**MARKING SCHEME**

Duration : 2 Hours  
Max. Marks: 50

**General Instructions:**

1. Please read the instructions carefully.
2. This Question Paper consists of 18 questions in two sections: Section A & Section B.
3. Section A has Objective type questions (MCQ, Fill in the blanks) whereas Section B contains Subjective type questions.
4. All questions of a particular section must be attempted in the correct order.
5. **SECTION A - OBJECTIVE TYPE QUESTIONS (20 MARKS):**
  - i. This section has 02 questions.
  - 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 – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
  - i. This section has 16 questions.
  - ii. A candidate has to do 12 questions.
  - iii. Do as per the instructions given.

**SECTION A: OBJECTIVE TYPE QUESTIONS**

**1. Multiple Choice Question-**

**1 x 15 = 15 Marks**

- i. Copying data from CD to Computer is called.....  
(a) Saving                      **(b) ripping**                      (c) burning
- ii. In the .....mode start menu appears in full screen.  
**(a) Tablet**                      (b) Full screen                      (c) Both (a) & (b)
- iii. We can change the default settings of mouse by selecting.....option in the control panel.  
(a) Hardware                      (b) system                      **(c) mouse**
- iv. The .....feature is used to enter a predefined series of data.  
(a) Flash Fill                      **(b) Auto Fill**                      (c) both(a) & (b)
- v. Which key is used to modify the content of an active cell?  
(a) F4                      **(b) F2**                      (c) F5
- vi. Which key is used to select the entire worksheet?  
(a) Shift+space bar                      (b) ctrl+space bar                      **(c) Ctrl+A**
- vii. Name the tab used for Mail Merge.  
**(a) Mailing tab**                      (b) File tab                      (c) Insert tab
- viii. To prepare an invitation card for all your friends to invite them for your birthday party, use .....feature in Microsoft Word.

- (a) Hyperlink            (b) calendar            (c) **Mail Merge**
- ix. The documents that contains letter or text which is to be sent is called the .....  
**(a) Main document**    (b) Data source            (c) power point
- x. A formula in Excel always starts with a/an .....sign.  
**(a) Equal(=)**            (b) exclamation(!)        (c) question mark(?)
- xi. The process of joining text values within a formula is called.....  
 (a) Merging            **(b) Concatenation**        (c) mixing
- xii. Sum, Average, Max and Min are .....functions.  
**(a) Statistical**            (b) Logical            (c) none of these
- xiii. Which function counts the number of characters in the text?  
 (a) Count            **(b) Len**            (c) Average
- xiv. ....function counts the number of cells that contains numeric value.  
 (a) Max            **(b) Count**            (c) Len
- xv. The option to adjust the row height is present in the .....tab.  
**(a) Home**            (b) Insert            (c) Page layout

**2. Fill in the blanks.**

**1 x 5 = 5 Marks**

- i. Every cell has a name called its...**Cell Address**...
- ii. An absolute referencing is specified by using.....**\$**.....sign.
- iii. The predefined commands that perform some particular operations are called...**Functions**...
- iv. **MAX()**...functions returned the largest value in a given range of cells.
- v. All functions have two parts: function name and ...**arguments**....

## **SECTION B: SUBJECTIVE TYPE QUESTIONS**

**3. Short Answer Questions (Answer any 6 out of 8).**

**6 x 2 = 12 Marks**

- i. What is cell referencing?  
 Ans- A cell reference refers to a cell or a range of cells on a worksheet and can be used in a formula so that Microsoft Office Excel can find the values or data that you want that formula to calculate.
- ii. State the use of LEN function. Give example.  
 Ans- We can use the LENGTH function in Excel to calculate the total number of characters in different cells.
- iii. How do you change the format of a number in MS Excel?  
 Ans-Choose the cells with number values  
 Click Home Tab Format Command from the Cells Group  
 Select Format Cells Option  
 Select Number tab  
 Choose the required format  
 Click OK button
- iv. How can you make the entry of digits as text?  
 Ans- To make the entry of digit as text, you have to begin the entry with an apostrophe.
- v. State the use of Mail Merge.

Ans- Mail Merge is a feature of Microsoft Word that helps in sending the same letter to number of people. Using mail merge, we can create personalized letters, envelopes, labels, name tags, e-mail messages and directories.

vi. What is Data Source?

Ans- The data source is a document, spreadsheet or database that contains personalized information such as names, addresses, and phone numbers.

vii. What is Windows Media Player?

Ans- Windows Media Player (WMP) is a pre-installed software application of Windows. It enables you to run and organize digital media files of both types- audio and video.

viii. What is Continuum?

Ans- This feature allows the user to use the device without the need of mouse or a keyboard, as in Tablet mode.

#### 4. Long Answer Questions (Answer any 6 out of 8).

6 x 3 = 18 Marks

i. Define Functions in MS Excel. Give some examples.

Ans- Functions are predefined formulas in Excel. They eliminate laborious manual entry of formulas while giving them human-friendly names. For example: =SUM(A1:A3). The function sums all the values from A1 to A3. Average (A1:A5) etc

ii. Define the following with an appropriate example of each.

(a) Relative referencing

Ans- Relative reference is the default cell reference in Excel. It is simply the combination of column name and row number without any dollar (\$) sign. When you copy the formula from one cell to another the relative cell address changes depending on the relative position of column and row.

(b) Absolute referencing

Ans- In Excel, an absolute reference is a cell reference in which the column and row coordinates stay constant while copying a formula from one cell to the other. A dollar symbol (\$) is used before the coordinates to correct them. For instance, \$D\$2 is an absolute reference to cell D2.

(c) Mixed referencing

Ans- Mixed Referencing is a combination of relative and absolute referencing. In this reference, the data of one cell is kept absolute and other is made relative and finally they are operated together in a formula.

iii. Explain the types of errors you get while performing calculations.

Ans- We may get errors while performing calculations. Some common error results and their reasons are:

(a) ##### : The column is not wide enough to display the number.

(b) # DIV/0! : Division by zero is an invalid operation.

(c) #value ! : The formula contains an invalid operation

(d) #N/A : Data is not available

iv. State the use of Flash Fill feature in MS Excel.

Ans- Flash Fill automatically fills your data when it senses a pattern. For example, you can use Flash Fill to separate first and last names from a single column, or combine first and last names from two different columns.

v. Write the steps to insert a cell in your worksheet.

Ans- Select the cell, or the range of cells, to the right or above where you want to insert additional cells.

On the Insert menu, select whether to shift the selected cells down or to the right of the newly inserted cells.

vi. Write the steps of Mail Merge.

Ans- Step 1: Set Up the Excel Data File. ...

Step 2: Set Up the Main Document. ...

Step 3: Specify the Excel Data Source. ...

Step 4: Select the Recipients. ...

Step 5: Complete the Letter and Add Merge Fields.

vii. Differentiate between ripping from the disk and burning a CD.

Ans- "Ripping" refers to extracting audio files off a CD and copying them to your hard drive.

... "Burning" refers to the process of writing data onto a CD

viii. Write short notes on Cortana.

Ans- Cortana helps the user to complete certain tasks without even touching the keyboard.

Eg- setting reminder, alarm clock, sending and receiving email etc

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