



BK BIRLA CENTRE FOR EDUCATI
SARALA BIRLA GROUP OF SCHOOLS
SENIOR SECONDARY | CO-ED DAY CUM BOYS' RESIDENTIAL



MID - TERM EXAMINATION 2023-24

SUBJECT: COMPUTER SCIENCE

Class : VI

Date : 18-10-2023

Admission No _____

Duration : 2 Hours

Max. Marks: 50

Roll No. _____

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 themode 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. Thefeature 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, usefeature 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/ansign.
 (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 arefunctions.
 (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 thetab.
 (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.....
- ii. An absolute referencing is specified by using.....sign.
- iii. The predefined commands that perform some particular operations are called.....
- iv.functions returned the largest value in a given range of cells.
- v. All functions have two parts : function name and

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?
- ii. State the use of LEN function. Give example.
- iii. How do you change the format of a number in MS Excel?
- iv. How can you make the entry of digits as text?
- v. State the use of Mail Merge.
- vi. What is Data Source?
- vii. What is Windows Media Player?
- viii. What is Continuum?

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

6 x 3 = 18 Marks

- i. Define Functions in MS Excel. Give some examples.
- ii. Define the following with an appropriate example of each.
 - (a) Relative referencing
 - (b) Absolute referencing
 - (c) Mixed referencing
- iii. Explain the types of errors you get while performing calculations.
- iv. State the use of Flash Fill feature in MS Excel.
- v. Write the steps to insert a cell in your worksheet.
- vi. Write the steps of Mail Merge.
- vii. Differentiate between ripping from the disk and burning a CD.
- viii. Write short notes on Cortana.

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