

	QUESTION BANK	
GRADE: 6 Section:		SUB: COMPUTER SCIENCE
CHAPTERS – 1 to 5		
Name:	Ro	oll No:
Q: A Tick ($$) the correct options	3.	
1) Which of the following is a) Desktop	not a portable computer? b) Laptop	c) Palmtop
2) To access the Columns featu a) Insert – Columns	re in Word document, click: b) Layout – Columns	c) Review - Columns
3) Which is more compact in si	ze than a tablet?	
a) Desktop4) Which of the following is	b) Notepad s present in Editing group of the Ho	c) Smartphone ome tab?
a) Header and Footer	b) Find and Replace	c) Watermark
5) Which of the following is	s used to insert the faded text in the	document?
a) Penmark	b) Watermark	c) Brushmark
6) What does WMP stand for	??	
a) Windows Multiple Pro	ograms	
b) Windows Media Playe	er	
c) Windows Movie Playe	er	
7)Which is the default audio a) MP3	file format of Windows Media Play b) WMA	yer? c) WMAP
8) Which of the following are k	nown as PCs?	
a) Minicomputers	b) Microcomputers	c) Mainframe computers
9) Which of the following are u	sed for weather forecasting?	
a) Supercomputers	b) Minicomputers	c) Microcomputers
10) Which option do you click	in Control Panel to set a theme?	
a) Personalize11) In Word, a text which is	b) Theme in blue color, and allows you to jun	c) Personalization np to the linked page is called?
a) Hyperlink	b) Watermark	c) Drop Cap
12) Spelling and Grammar of	ption is present in:	
a) Proofing group of	f Review tab	
b) Proofing group of	Insert tab	
c) Proofing group of	f lavout tab	

13)	in Excer, you can creat	e and maintain the dat	a in:	
	a) Column format	b) Tabular for	rmat c)	Rows format
14)	Spreadsheet is also kn	own as:		
	a) Document	b) Worksheet	c)	Cells sheets
15)	The shortcut key to sa	ve a file is:		
	a) Ctrl + S	b) $Alt + S$	c) Shift + A
16) Which of the following	ng is not part of Illustra	ation group?	
	a) Smart Art.	b) Shapes	c)) Picture
17)	Audio and Video featua) Media group of Inse	-		
	b) Media group of Hor	me tab		
	c) Video group of Med	lia tab		
18)	In transitions tab, whi	ch box enables you to	enter time to set length	of a slide transition?
	a) Duration box in Tin	ning group		
	b) Start box in Timing	group		
	c) Duration box in Pre	view group		
19)	A pane that shows all	effects for the current	slide in th <mark>e order in wh</mark>	ich they will appear is calle
	a) Slide Pane	b) Animation Pane	c) Notes Pane	
20)	short c	ıt key is <mark>used to pl</mark> ay s	ong in win <mark>dows M</mark> edia	Player
	a) ctrl + S	b) Ctrl + P	c) Ctrl + M	
BF	Fill in the blanks.			
1)	Header and footer are	visible on	page of a documen	t once they are entered in th
	document.			
2)	PDA comes along wit	h a	SALE IN	
3)	is a de	fault file format of Wi	ndows Media Player th	at won't play on iPads, mos
	smart phones, or man	y other music players.		
4)	A device which is small	all enough to hold in a	hand is called a	device.
5)	The process of copying	g music, pictures and	videos from a CD / DV	To to your computer is calle
<i>6</i>)	Voy aligh the	tout along with	Ctrl key to access its l	i.a.l.
6)				
7)			contains Watermark op	
			<u>t</u> group of the insert	
9)	The bottom page marg	in area of a document i	is called	-
10) Windows Media Play	er (WMP) is a	software application	ation of windows.

11) A sm	mall computing device that can easily be transported from one place to another is called a computer.
12) Com	nputers that exhibit features of both analog and digital computers are called
	puters.
_	short cut key is used to activate spelling and grammar check.
13)	short cut key is used to activate spennig and graininal cheek.
14) Wind	idows is the product of
15) The	contains common commands, such as new, open, save etc. that you can
acce	ess by a single click.
16) The	button enlarges the Excel window up to its standard size.
17) In Ex	Excel, various commands are arranged in
18) Slide	e transitions are the visual movements of
19) Whe	en you apply a slide transition or animation, a appears on the left of the slide
thum	mbnail in the Slides Pane.
20) To d	delete a slide transition, select a slide and click the Transition tab
Q: C State T	True or False.
1) The T	Task Manager helps you to end tasks if the computer is not responding.
2) You o	can rip and burn a CD or DVD using Windows Media Player.
3) The R	Rip Settings drop- down list allows you to set file format.
4) The h	header and footer cannot be edited in Word document.
5) Word	d provides a range of preset headers and footers.
6) The p	process of identifying and fixing the bugs on a computer is called burning.
9) Sm	nart phones are more compact in size than tablets.
10) A r	notebook has separate components: the system unit, keyboard, mouse, etc.
11) WN	MP stands for Windows Media Player.
12) A5	is an example of cell reference.
13) The	e Name box shows the data that you enter in an active cell.
14) Yo	ou can enter data and formula in the Formula bar.
15) C	On pressing the Ctrl key, you can select multiple range of cells.
16) C	On clicking row header, you can select a complete row.
17) N	Numbers which are marked next to an object show the sequence of the animation effects.
18) A	All the animation effects are present in Animation group of Animation tab.
19) T	To take printouts of a presentation, you click file – print.

Column A 1. F2 2. Ctrl + S 3. Arrow keys 4. Ctrl + A 5. File - Close 6. Ctrl + F 7. Ctrl + H 8. F7 9. Header and Footer 10. Double - clicking at bottom margin of a page 11. Ctrl + P 12. Ctrl + S 13. Ctrl + S 14. Ctrl + A 15. To get the option to open Task Manager 16. Ctrl + P 17. To get the option to open Task Manager 18. To ro to you around whe worksheet 19. To stop currently running song in Windows Media Player 19. To view menu bar in Windows Media Player 10. Double - clicking at bottom margin of a page 11. Ctrl + P 12. Ctrl + P 13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 16. Open header and Footer 17. To get the option to open Task Manager 18. To ro to yourrently running song in Windows Media Player 19. Or view menu bar in Windows Media Player 19. Or view menu bar in Windows Media Player 19. Or view menu bar in Windows Media Player 19. Or view menu bar in Windows Media Player 19. Or view menu bar in Windows Media Player 19. Or view menu bar in Windows Media Player 20. What is a computer? 21. What is a computer? 22. What is Page header?	Column A 1. F2 2. Ctrl + S 3. Arrow keys 4. Ctrl + A 5. File - Close 6. Ctrl + F 7. Ctrl + H 8. F7 9. Header and Footer 10. Double - clicking at bottom margin of a page 11. Ctrl + S 12. Ctrl + S 13. Ctrl + B 14. Ctrl + A 15. To get the option to open Task Manager 16. Ctrl + B 17. Ctrl + B 18. F7 19. Header and Footer 10. Double - clicking at bottom margin of a page 11. Ctrl + B 12. Ctrl + B 13. Ctrl + Ctrl + B 14. Ctrl + Ctrl + B 15. Ctrl + B 16. Ctrl + Ctrl + B 17. To get the option to open Task Manager 18. To rostop currently running song in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. What is a computer? Ans: 20. What is a computer? Ans: 31. What is Page header? Ans: 4. What is burning? Ans: 5. What is formula bar? Ans: 5. What is formula bar? Ans: 6. To save a workbook 6. To soe a workbook 6. To open a cell in edit mode 6. To move a count dit mode 6. To move and the worksheet 6. To move and the mode and the mode 7. To seve a	D Match the following columns.	
2. Ctrl + S 3. Arrow keys 4. Ctrl + A 4. Ctrl + A 5. File - Close 6. Ctrl + F 7. Ctrl + H 8. F7 9. Header and Footer 10. Double - clicking at bottom margin of a page 11. Ctrl + B 12. Ctrl + B 13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 16. Ctrl + N 17. Ctrl + N 18. F7 19. Header and Footer 19. How the service of the page of t	2. Ctrl + S 3. Arrow keys c. To save a workshook 4. Ctrl + A 5. File - Close e. To move around the worksheet 5. File - Close e. To move around the worksheet 6. Ctrl + F 7. Ctrl + H 8. F7 9. Header and Footer 10. Double - clicking at bottom margin of a page j. Open find and replace dialog box 11. Ctrl + B 12. Ctrl + P 13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 16. To reate a new playlist 16. Ctrl + N 17. To stop currently running song in Windows Media Player 18. Ctrl + N 19. Header and Footer 19. Open find and replace dialog box 10. To reate a new playlist 11. To get the option to open Task Manager 12. Ctrl + P 13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 16. To reate a new playlist 17. To play a song in Windows Media Player 18. To rouse menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. What is a computer? Ans: 20. What is a computer? Ans: 31. What is Page header? Ans: 41. What is burning? Ans: 53. What is formula bar? Ans: 65. Write any one characteristic of a computer.		Column B
3. Arrow keys 4. Ctrl + A 5. File - Close 6. Ctrl + F 6. Ctrl + F 7. Ctrl + H 7. Ctrl + H 8. F7 9. Header and Footer 10. Double - clicking at bottom margin of a page 11. Ctrl + B 12. Ctrl + B 13. Ctrl + B 14. Ctrl + Alt + Del 15. Ctrl + N 15. Ctrl + N 16. Ctrl + N 17. Opens header and footer in edit mode 18. F7 19. Header and Footer 19. Dopen find and replace dialog box 11. Ctrl + M 12. Ctrl + P 13. Ctrl + B 13. Ctrl + B 14. Ctrl + Alt + Del 15. Ctrl + N 16. Ctrl + N 17. Opens a song in Windows Media Player 18. Ctrl + N 19. To stop currently running song in Windows Media Player 19. On To view menu bar in Windows Media Player 19. Ans: 20. What is a computer? Ans: 31. What is Page header? Ans: 42. What is burning? Ans: 53. What is formula bar? Ans: 55. What is formula bar? Ans:	3. Arrow keys 4. Ctrl + A 5. File - Close 6. Ctrl + F 7. Ctrl + H 7. Ctrl + H 8. F7 9. Header and Footer 10. Double - clicking at bottom margin of a page 11. Ctrl + B 12. Ctrl + B 13. Ctrl + B 14. Ctrl + Alt + Del 15. Ctrl + N 16. Ctrl + N 17. Oyen sheader and footer in edit mode 18. F7 19. Header and Footer 19. Open find and replace dialog box 11. Ctrl + M 12. Ctrl + B 13. Ctrl + B 14. Ctrl + Alt + Del 15. Ctrl + N 16. To stop currently running song in Windows Media Player 16. Ctrl + N 17. Oyen find and replace dialog box 18. To create a new playlist 19. To get the option to open Task Manager 19. To stop currently running song in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 20. What is a computer? 21. What is a computer? 22. What is a computer? 23. What is Page header? 24. What is burning? 25. What is formula bar? 26. Write any one characteristic of a computer.	1. F2	a. To close a workbook in Excel
4. Ctrl + A 5. File - Close 5. File - Close 6. Ctrl + F 7. Ctrl + H 8. F7 7. h. Part of Insert tab 1. Activates spelling and grammar check 10. Double - clicking at bottom margin of a page 11. Ctrl + P 13. Ctrl + P 14. Ctrl + Alt + Del 15. Ctrl + Alt + Del 15. Ctrl + N D Short answer questions. 1) Which is the latest version of Windows? Ans: 2) What is a computer? Ans: 4) What is burning? Ans: 5. To open a cell in edit mode e. To move around the worksheet f. Opens header and footer in edit mode g. To move around the worksheet f. Opens header and footer in edit mode g. Shows Find Navigation pane h. Part of Insert tab i. Activates spelling and grammar check i. Activates	4. Ctrl + A 5. File – Close 6. Ctrl + F 7. Ctrl + H 8. F7 9. Header and Footer 10. Double – clicking at bottom margin of a page 11. Ctrl + B 12. Ctrl + B 13. Ctrl + B 14. Ctrl + B 15. Open find and replace dialog box 16. To get the option to open Task Manager 17. To get the option to open Task Manager 18. To to reate a new playlist 19. Ctrl + B 10. To stop currently running song in Windows Media Player 10. Ctrl + Alt + Del 10. To view menu bar in Windows Media Player 11. Ctrl + Alt + Del 12. Ctrl + N 13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 16. To view menu bar in Windows Media Player 17. To stop currently running song in Windows Media Player 18. Ctrl + S 19. What is a computer? Ans: 20. What is a computer? Ans: 31. What is Page header? Ans: 41. What is burning? Ans: 53. What is formula bar? Ans: 65. Write any one characteristic of a computer.	2. Ctrl + S	b. To select compete worksheet
5. File – Close 6. Ctrl + F 7. Opens header and footer in edit mode 7. Ctrl + H 8. F7 9. Header and Footer 10. Double – clicking at bottom margin of a page 11. Ctrl + M 12. Ctrl + B 13. Ctrl + S 14. Ctrl + S 15. Ctrl + S 15. Ctrl + N 16. Ctrl + N 17. Ctrl + N 18. To create a new playlist 19. Ctrl + S 19. To get the option to open Task Manager 19. To sgot the option to open Task Manager 19. To stop currently running song in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. What is a computer? Ans: 20. What is a computer? Ans: 31. What is Page header? Ans: 41. What is burning? Ans: 52. What is formula bar? Ans: 53. What is formula bar?	5. File – Close 6. Ctrl + F 7. Ctrl + H 8. F7 9. Header and Footer 10. Double – clicking at bottom margin of a page 11. Ctrl + M 12. Ctrl + B 13. Ctrl + S 14. Ctrl + B 15. Ctrl + S 16. Opens header and footer in edit mode 15. Ctrl + M 16. Part of Insert tab 17. Open find and replace dialog box 18. To create a new playlist 19. To get the option to open Task Manager 19. To get the option to open Task Manager 19. To stop currently running song in Windows Media Player 19. Ctrl + S 19. To stop currently running song in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. What is a computer? Ans: 20. What is a computer? Ans: 31. What is Page header? Ans: 41. What is burning? Ans: 52. What is formula bar? Ans: 63. Write any one characteristic of a computer.	3. Arrow keys	c. To save a workbook
6. Ctrl + F 7. Ctrl + H 9. Shows Find Navigation pane 8. F7 9. Header and Footer 10. Double – clicking at bottom margin of a page 11. Ctrl + M 12. Ctrl + P 13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 15. Ctrl + N 16. Ctrl + N 17. To stop currently running song in Windows Media Player 18. Ctrl + N 19. What is a computer? Ans: 2) What is Page header? Ans: 4) What is burning? Ans: 5) What is formula bar? Ans: 5. What is formula bar? Ans: 6. Opens header and footer in edit mode g. Shows Find Navigation pane h. Part of Insert tab i. Activates spelling and grammar check i. Activates spelling	6. Ctrl + F 7. Ctrl + H 9. Shows Find Navigation pane 1. Part of Insert tab 1. Activates spelling and grammar check 10. Double – clicking at bottom 11. Ctrl + M 12. Ctrl + M 13. Ctrl + S 14. Ctrl + S 15. Ctrl + P 16. To get the option to open Task Manager 16. To stop currently running song in Windows Media Player 17. Ctrl + N 18. To rostop currently running song in Windows Media Player 18. To stop currently running song in Windows Media Player 19. Ctrl + N 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. To view menu bar in Windows Media Player 19. What is a computer? Ans: 20. What is a computer? Ans: 31. What is Page header? Ans: 40. What is formula bar? Ans: 50. Write any one characteristic of a computer.	4. Ctrl + A	d. To open a cell in edit mode
7. Ctrl + H g. Shows Find Navigation pane 8. F7 h. Part of Insert tab 9. Header and Footer 10. Double – clicking at bottom margin of a page j. Open find and replace dialog box 11. Ctrl + M k. To create a new playlist 12. Ctrl + P l. To get the option to open Task Manager 13. Ctrl + S m. To play a song in Windows Media Player 14. Ctrl + Alt + Del n. To stop currently running song in Windows Media Player 15. Ctrl + N o. To view menu bar in Windows Media Player Ans: D Short answer questions. 1) Which is the latest version of Windows? Ans: 2) What is a computer? Ans: 4) What is burning? Ans: 5) What is formula bar? Ans:	7. Ctrl + H 8. F7 9. Header and Footer 10. Double – clicking at bottom margin of a page 11. Ctrl + M 12. Ctrl + M 13. Ctrl + S 14. Ctrl + S 15. Ctrl + S 16. Part of Insert tab 17. Open find and replace dialog box 18. To create a new playlist 19. Ctrl + S 19. Header and Footer 19. Open find and replace dialog box 19. To get the option to open Task Manager 19. To get the option to open Task Manager 19. To play a song in Windows Media Player 19. Ctrl + S 19. To play a song in Windows Media Player 19. Ctrl + Alt + Del 19. To view menu bar in Windows Media Player 20. To view menu bar in Windows Media Player 21. To view menu bar in Windows Media Player 22. What is a computer? Ans: 23. What is a computer? Ans: 34. What is burning? Ans: 45. What is formula bar? Ans: 46. Write any one characteristic of a computer.	5. File – Close	e. To move around the worksheet
8. F7	8. F7 h. Part of Insert tab 9. Header and Footer i. Activates spelling and grammar check 10. Double – clicking at bottom margin of a page j. Open find and replace dialog box 11. Ctrl + M k. To create a new playlist 12. Ctrl + P l. To get the option to open Task Manager 13. Ctrl + S m. To play a song in Windows Media Player 14. Ctrl + Alt + Del n. To stop currently running song in Windows Media Player 15. Ctrl + N o. To view menu bar in Windows Media Player Ans: D Short answer questions. 1) Which is the latest version of Windows? Ans: 2) What is a computer? Ans: 4) What is Page header? Ans: 4) What is burning? Ans: 6) Write any one characteristic of a computer.	6. $Ctrl + F$	f. Opens header and footer in edit mode
9. Header and Footer 10. Double – clicking at bottom margin of a page 11. Ctrl + M 12. Ctrl + P 13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 16. Ctrl + N 17. Oplay a song in Windows Media Player 18. Ctrl + Alt + Del 19. Or view menu bar in Windows Media Player 19. Ctrl + N 19. Or view menu bar in Windows Media Player 19. Ctrl + N 19. Or view menu bar in Windows Media Player 19. Or view menu bar in Windows Media Player 19. Or view menu bar in Windows Media Player 19. Or view menu bar in Windows Media Player 19. Which is the latest version of Windows? 20. What is a computer? 21. What is a computer? 22. What is a computer? 23. What is Page header? 24. What is burning? 25. What is formula bar? 26. What is formula bar? 27. What is formula bar?	9. Header and Footer 10. Double – clicking at bottom margin of a page 11. Ctrl + M 12. Ctrl + P 13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 16. Ctrl + N 17. Or get the option to open Task Manager 18. To get the option to open Task Manager 19. To stop currently running song in Windows Media Player 19. Ctrl + N 10. To view menu bar in Windows Media Player 10. To view menu bar in Windows Media Player 11. To view menu bar in Windows Media Player 12. Ctrl + N 13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 16. To view menu bar in Windows Media Player 17. Ans: 18. To play a song in Windows Media Player 18. To stop currently running song in Windows Media Player 19. To view menu bar in Windows Media Player 19. What is the latest version of Windows? 20. What is a computer? 21. What is a computer? 22. What is a computer? 23. What is Page header? 24. What is burning? 25. What is formula bar? 26. Write any one characteristic of a computer.	7. Ctrl + H	g. Shows Find Navigation pane
10. Double – clicking at bottom margin of a page j. Open find and replace dialog box 11. Ctrl + M k. To create a new playlist 12. Ctrl + P l. To get the option to open Task Manager 13. Ctrl + S m. To play a song in Windows Media Player 14. Ctrl + Alt + Del n. To stop currently running song in Windows Media Player 15. Ctrl + N o. To view menu bar in Windows Media Player Ans: D Short answer questions. 1) Which is the latest version of Windows? Ans: 2) What is a computer? Ans: 3) What is Page header? Ans: 4) What is burning? Ans: 5) What is formula bar? Ans:	10. Double – clicking at bottom margin of a page j. Open find and replace dialog box 11. Ctrl + M k. To create a new playlist 12. Ctrl + P l. To get the option to open Task Manager 13. Ctrl + S m. To play a song in Windows Media Player 14. Ctrl + Alt + Del n. To stop currently running song in Windows Media Player 15. Ctrl + N o. To view menu bar in Windows Media Player Ans: D Short answer questions. 1) Which is the latest version of Windows? Ans: 2) What is a computer? Ans: 3) What is Page header? Ans: 4) What is burning? Ans: 5) What is formula bar? Ans: 6) Write any one characteristic of a computer.	8. F7	
margin of a page 11. Ctrl + M 12. Ctrl + P 13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 16. Ctrl + N 17. Oreate a new playlist 18. To get the option to open Task Manager 19. To play a song in Windows Media Player 19. Ctrl + Alt + Del 19. To stop currently running song in Windows Media Player 19. Ctrl + N 19. To view menu bar in Windows Media Player Ans: 20. What is a computer? Ans: 31. What is Page header? Ans: 41. What is burning? Ans: 53. What is formula bar? Ans: 54. What is formula bar? Ans: 55. What is formula bar?	margin of a page j. Open find and replace dialog box 11. Ctrl + M k. To create a new playlist 12. Ctrl + P l. To get the option to open Task Manager 13. Ctrl + S m. To play a song in Windows Media Player 14. Ctrl + Alt + Del n. To stop currently running song in Windows Media Player 15. Ctrl + N o. To view menu bar in Windows Media Player Ans: D Short answer questions. 1) Which is the latest version of Windows? Ans: 2) What is a computer? Ans: 3) What is Page header? Ans: 4) What is burning? Ans: 5) What is formula bar? Ans: 6) Write any one characteristic of a computer.	9. Header and Footer	i. Activates spelling and grammar check
11. Ctrl + M 12. Ctrl + P 13. Ctrl + P 14. Ctrl + S 15. Ctrl + S 16. Ctrl + S 16. Ctrl + S 17. Ctrl + Alt + Del 18. To get the option to open Task Manager 18. Ctrl + Alt + Del 19. To stop currently running song in Windows Media Player 19. Ctrl + N 19. To view menu bar in Windows Media Player Ans: 20. What is a computer? Ans: 31. What is Page header? Ans: 41. What is burning? Ans: 53. What is formula bar? Ans: 44. What is formula bar? Ans: 45. What is formula bar?	11. Ctrl + M 12. Ctrl + P 13. Ctrl + S 13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 16. To get the option to open Task Manager 17. Ctrl + Alt + Del 18. To get the option to open Task Manager 18. Ctrl + Alt + Del 19. To stop currently running song in Windows Media Player 19. Ctrl + N 19. To view menu bar in Windows Media Player Ans: 20. What is a computer? Ans: 31. What is Page header? Ans: 41. What is burning? Ans: 53. What is formula bar? Ans: 65. Write any one characteristic of a computer.		
12. Ctrl + P 13. Ctrl + S 14. Ctrl + S 15. Ctrl + S 16. Ctrl + Alt + Del 17. Ctrl + Alt + Del 18. To play a song in Windows Media Player 19. Ctrl + Alt + Del 19. To stop currently running song in Windows Media Player 19. Ctrl + N 19. To view menu bar in Windows Media Player 20. Ans: 21. What is a computer? 22. What is a computer? 23. What is Page header? 24. What is Page header? 25. What is Page header? 26. What is burning? 27. What is formula bar? 28. Sunday a song in Windows Media Player 29. To view menu bar in Windows Media Player 29. What is a computer? 20. What is a computer? 21. To get the option to open Task Manager 22. To play a song in Windows Media Player 23. To view menu bar in Windows Media Player 24. What is a computer? 29. What is Page header? 20. What is Page header? 20. What is Formula bar? 20. What is formula bar?	12. Ctrl + P 13. Ctrl + S 14. Ctrl + S 15. Ctrl + S 16. To glay a song in Windows Media Player 16. Ctrl + Alt + Del 17. Ctrl + Alt + Del 18. To stop currently running song in Windows Media Player 18. Ctrl + N 19. To view menu bar in Windows Media Player 20. To view menu bar in Windows Media Player 21. To stop currently running song in Windows Media Player 22. Which is the latest version of Windows? 23. What is a computer? 24. Ans: 25. What is Page header? 26. What is burning? 27. Ans: 28. Support	margin of a page	j. Open find and replace dialog box
13. Ctrl + S 14. Ctrl + Alt + Del 15. Ctrl + N 15. Ctrl + N 16. Ctrl + N 17. To play a song in Windows Media Player 18. To stop currently running song in Windows Media Player 19. To view menu bar in Windows Media Player Ans: 20. What is a computer? Ans: 30. What is Page header? Ans: 41. What is burning? Ans: 53. What is formula bar? Ans: 54. What is formula bar? Ans: 55. What is formula bar?	13. Ctrl + S m. To play a song in Windows Media Player n. To stop currently running song in Windows Media Player 15. Ctrl + N o. To view menu bar in Windows Media Player Ans: D Short answer questions. 1) Which is the latest version of Windows? Ans: 2) What is a computer? Ans: 3)What is Page header? Ans: 4) What is burning? Ans: 5) What is formula bar? Ans: 6) Write any one characteristic of a computer.	11. Ctrl + M	
14. Ctrl + Alt + Del 15. Ctrl + N n. To stop currently running song in Windows Media Player Ans: D Short answer questions. 1) Which is the latest version of Windows? Ans: 2) What is a computer? Ans: 3)What is Page header? Ans: 4) What is burning? Ans: 5) What is formula bar? Ans:	14. Ctrl + Alt + Del 15. Ctrl + N 16. Ctrl + N 17. To stop currently running song in Windows Media Player Ans: 18. Ctrl + N 19. Short answer questions. 10. Which is the latest version of Windows? Ans: 21. What is a computer? Ans: 31. What is Page header? Ans: 42. What is burning? Ans: 43. What is formula bar? Ans: 44. What is formula bar? Ans: 45. Write any one characteristic of a computer.	12. Ctrl + P	1. To get the option to open Task Manager
15. Ctrl + N o. To view menu bar in Windows Media Player Ans:	15. Ctrl + N o. To view menu bar in Windows Media Player Ans: D Short answer questions. 1) Which is the latest version of Windows? Ans: 2) What is a computer? Ans: 4) What is burning? Ans: 5) What is formula bar? Ans: 6) Write any one characteristic of a computer.	13. Ctrl + S	
Ans:	Ans:	14. Ctrl + Alt + Del	n. To stop currently running song in Windows Media Pla
D Short answer questions. 1) Which is the latest version of Windows? Ans:	D Short answer questions. 1) Which is the latest version of Windows? Ans:	15. Ctrl + N	o. T <mark>o view me</mark> nu bar in Windows Media Player
1) Which is the latest version of Windows? Ans:	1) Which is the latest version of Windows? Ans:	Ans :	
2) What is a computer? Ans:	2) What is a computer? Ans:	D Short answer questions.	
3)What is Page header? Ans:	3)What is Page header? Ans:	1) Which is the latest version of V	Vindows?
Ans:	Ans:	Which is the latest version of V Ans:	Vindows?
4) What is burning? Ans:	4) What is burning? Ans:	1) Which is the latest version of VAns:	Vindows?
Ans: 5) What is formula bar? Ans:	Ans: 5) What is formula bar? Ans: 6) Write any one characteristic of a computer.	1) Which is the latest version of Version o	Vindows?
5) What is formula bar? Ans:	5) What is formula bar? Ans: 6) Write any one characteristic of a computer.	1) Which is the latest version of Version o	Vindows?
Ans:	Ans: 6) Write any one characteristic of a computer.	1) Which is the latest version of V Ans:	Windows?
	6) Write any one characteristic of a computer.	1) Which is the latest version of VAns: 2) What is a computer? Ans: 3) What is Page header? Ans: 4) What is burning?	Vindows?
6) Write any one characteristic of a computer.		1) Which is the latest version of V Ans:	Windows?
	Ans	1) Which is the latest version of Version Ans:	
	Anc:	1) Which is the latest version of Version Ans: 2) What is a computer? Ans: 3) What is Page header? Ans: 4) What is burning? Ans: 5) What is formula bar? Ans:	

7) How do you remove slide transitions?	
Ans:	
8) What is a hyperlink?	
Ans:	
9) Give names of any two file formats of Windows Media Player.	
Ans:	
10) What is Windows Media Player?	
Ans:	6 1
11) Which option will you use to save an existing file with a new name?	5.
Ans:	
12) Define the Name box.	
Ans:	24 5
13) What do you mean by a 'range of cells'?	
Ans:	
14) What is slide transition?	
Ans:	
15) Which tab do you click to apply slide transitions?	
Ans:	
E Name the following.	
1. Window control buttons:	
2. Components of Excel:	
3. Types of Microcomputers:	
4. Limitations of a Computers:	
5. Characteristics of a Computers:	
6. Classification of Computers:	

7. Examples of Super Computer:
8. Examples of Mainframe Computer:
9. Places where used Analog Computer:
10. Examples of Digital Computer:
11. Use of Hybrid Computer in Hospital:
12. Examples of Minicomputer:
13. Different views of Ms. Excel:
Q: F Write short cut keys:
1. To save an existing file with a new name -
2. To save a file
3. To delete the content of a cell or a range of cells after selection
4. To move around the worksheet
5. To open an existing file
6. To select a complete worksheet
7. To open a new workbook
8. To print a presentation
9. To create a new playlist -
10. To open an audio file from hard disk drives
11. To play a song -
12. To stop currently running song -
13. To play previous song -
14. To view menu bar
Q: G [A] The steps to open an existing workbook in Excel, are given below. Put them in the
correct order by numbering them.
1) Click file.
2) Select the Open option.
3) Click Browse.
4) Select the desired location and file name.
5) Click the Open button to open the file.

[B] Gi	ven be	low are	e the st	eps to r	ip a C	D. The	ey are 1	not in tl	ne cor	rect or	der. Pu	t them	in the	correct
order	by nu	mberin	g them	•										
•	Clear	the ch	eck box	xes of s	ongs v	which	are no	t to be 1	ripped	d. [
•	Inser	t a CD	in CD	drive.						[
•	Click	on the	Rip Se	tting o _l	otions	and so	elect re	equired	file fo	ormat.				
•	Click	the Ri	p CD b	utton.						4.				V.
•	Go to	the Lil	orary to	o play ı	ripped	songs	S.			11.70				١
•	Open	Wind	ows M	edia P	layer]]	=			. 6
											-	Te.		17.
[C] St	eps to	insert a	video	on a sli	de are	given	below	. <mark>W</mark> rite	numb	ers to p	out the	m in tł	ie corr	ect
order.				- A.										10.7
1)	Click	the Inse	ert tab.											21
2)	Click	the Vid	leo on N	Му РС о	option.									0.4
3)	Click	the Inse	ert butto	on.										0.9
4)	Selec	t the rec	quired v	ideo cli	p in In	sert Vi	ideo dia	log box						
5)	Choo	se the V	ideo or	otion in	the Mo	edia gr	oup.							
				lowing				ies.			ЩĈ			1
				1							2			
			3	О						Π	A		1	
						•	•	•					•	
	4	О						K		5	Е			
				т							\vdash			
				T								l		

[B] Complete the following crossword using clues.
Hints:
1) It is a large capital letter that appears at the beginning of a text block in a word document.
2) It refers to visual movement of an object in PowerPoint.
3) A tool of word that allows you to replace text.
4) Another tool of Word that searches for text.
5) These are the visual movement of slides in PowerPoint.
0.5
3
5
[C] Complete the following crossword using clues.
A E S
B
4
5 A P E
P T