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Code Number 354/454



**INDIAN SCHOOL MUSCAT
FINAL TERM EXAMINATION**

E-Publishing

Sub. Code: 354/454

CLASS: IX
22.02.2018

Time Allotted: 2 Hrs
Max. Marks: 30

I Choose the best answer:

10 Marks

1. Which feature is used to create a set of documents such as forms or letters etc?
 - a) Main document
 - b) Mail merge
 - c) Monitor change
 - d) Data Source
2. _____ are collections of information for individual items.
 - a) Records
 - b) Field
 - c) Attributes
 - d) Data Field
3. What is the name of the column heading for each category in a data source?
 - a) Data Field
 - b) Field Name
 - c) Field
 - d) Record
4. File extension for a PowerPoint 2007 presentation is
 - a) .ptt
 - b) .pptx
 - c) .docx
 - d) .clsx
5. A set of predefined formats of text or color scheme is called
 - a) Slide
 - b) Presentation scheme
 - c) Theme
 - d) Schema
6. The powerpoint view that display only text is
 - a) Slide show
 - b) Slide Sorter View
 - c) Notes Page View
 - d) Outline View
7. A _____ compares pieces of data using horizontal stacks.
 - a) Pie Chart
 - b) Scattered Chart
 - c) Area Chart
 - d) Bar chart

8. By default, a workbook in excel contains how many worksheets
- a) 16
 - b) 3
 - c) 15
 - d) 256
9. The default alignment of text in a cell is
- a) Left
 - b) Centered
 - c) Right
 - d) Justified
10. A chart is created on the basis of values in
- a) Mail merge
 - b) Spreadsheet
 - c) Database
 - d) Document.

Write True Or False:

10 Marks

11. Home tab of MS Word contains the object option.
12. The second file is called data source file in mail merge.
13. Every presentation can contain only one single slide.
14. We cannot insert video in a slide.
15. A formula must begin with +sign.
16. A cell entry can be edited either in the cell or in the formula bar.
17. We cannot enter the date/time in a cell.
18. You cannot open two different workbooks in Excel simultaneously.
19. Excel is a word processing software.
20. Docx is the extension of excel files.

Fill in the Blanks:

10 Marks

21. The cell having bold boundary is the_____.
22. For absolute referencing _____sign is used before the parts of formula.
23. The _____features automatically calculates the sum of the selected cells in the last blank cell.
24. Powerpoint is a _____ software.
25. The custom animation command is present on _____tab.
26. An electronic page in a presentation is called _____.
27. The feature allows you to highlight and view changes made to a document.
28. A set of predefined formats of text or color scheme is called_____
29. In _____view you can see all the slides in a presentation concurrently.

End of the Question Paper