

Roll Number		
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SET A



INDIAN SCHOOL MUSCAT HALF YEARLY EXAMINATION INFORMATION TECHNOLOGY

CLASS: XI

Sub. Code: 802

Time Allotted: 3 Hrs

18.09.2019

Max. Marks: 60

General Instructions:

1. All the Questions are Compulsory.
2. Read the Question carefully before writing the answer.

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|----|-----|-------------------------------------------------------------------------------|---|
| 1. | (a) | Write all the steps of Mail Merge. | 4 |
| | (b) | Write all the components of Open Office Screen. | 2 |
| | (c) | What is the use of Insert Tab? Write any 4 Components of Insert Tab. | 2 |
| | (d) | Write any Four components of Format Tab. | 1 |
| | (e) | Write any four components of Table Tab. | 1 |
| 2. | (a) | What is the difference between IP Address and MAC Address? Explain. | 2 |
| | (b) | Define Network and write any two useful of networking. | 2 |
| | (c) | Draw the Layout of Seven Computers connected to the server. | 2 |
| | | (i) Star Topology (ii) Bus Topology | |
| | (d) | How LAN is Different from WAN? Explain with an example. | 2 |
| | (e) | What is the use of Repeater in a network? Explain with an example. | 2 |
| | (f) | Define Snooping. | 1 |
| | (g) | Define firewall. | 1 |
| | (h) | Write the full form of the following: | 1 |
| | | (i) GSM (ii) CDMA | |
| | (i) | How Hacker is different from Cracker? Explain. | 2 |
| 3. | (a) | Define Computer and write any two characteristics of a computer. | 2 |
| | (b) | What do you understand by the term "Operating System"? Give any two examples. | 2 |
| | (c) | Write the full form of the following: | 2 |
| | | (i) PB (ii) ALU | |
| | (d) | Draw a Block Diagram of a computer. | 2 |
| | (e) | Define Memory. How is the memory calculated in the computer? | 2 |

4. (a) Define Relative and Absolute reference with an example. 2
- (b) Write the shortcut keys for the following: 2
- (i) Moves the cursor to the first cell in the sheet (A1).
- (ii) Selects cells from the current cell to the last cell of the current row.
- (c) Define cell with an example. 1
- (d)

	A	B	C	D	E	F	G	H
1	Rollno	Name	SU B1	SUB2	SUB3	Total	Average	Remark
2	123	Aaron	89	90	56			
3	121	Martin	56	89	45			
4	234	Scott	34	29	20			
5	345	Arun	90	90	90			
6	432	Aamir	92	91	93			
7	214	Mohamed	75	54	86			
8	514	Aishwarya	67	89	90			
9	412	Ganesh	90	98	97			

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- (i) Write a Formula to calculate the total and average
- (ii) Write the steps to sort the roll numbers in ascending order.
- (iii) Write a Formula to display the remark as follows
If average ≥ 40 "Pass" otherwise "Fail"
- (iv) Write a formula to count how many students are getting above 80 marks in their average.
- (v) Write the steps to change all average marks in to two decimal points.
5. (a) What is the use of slide show option in impress? Explain. 2
- (b) Write the shortcut key for the following options in Open Office Impress: 4
- (i) Fit text to frame
- (ii) Enter a group
- (iii) Go to the previous slide.
- (iv) Show black screen until next key or mouse wheel event.
- (c) Explain the following shortcut keys used in Open Office Impress: 4
- (i) 3 + Enter ii) Spacebar iii) Shift + Ctrl + K iv) Ctrl + F7

End of the Question Paper