

CLASS: XI	INDIAN SCHOOL MUSCAT FIRST PERIODIC TEST	SUBJECT: INFORMATION TECHNOLOGY
	SET - A	
QP.NO.	VALUE POINTS	SPLIT UP MARKS
1.	A word processing software is required for the creation of documents that are text-based. It has tools that allow the user to edit, format and print document.	1 Mark
2.	Work area: It is the working area where the text of the document is typed.	1 Mark
3.	For moving data from one cell to another we have the cut-copy-paste functions.	1 Mark
4.	A spreadsheet stores data in the form of a table comprising of rows and columns. It is used to store, arrange, and sort data, and perform calculations on numeric data.	1 Mark
5.	1)<Start> <Programs> <OpenOffice> Text Document 2)If the OpenOffice icon is on the desktop, double click the icon ,Text Document	1 + 1 = 2 Marks
6.	Status Bar: It displays information about the current open document. It displays the current page number, total pages in the document, zoom slider etc. Ruler Bar: There are two rulers – Horizontal and Vertical. The Ruler Bar allows us to adjust the indentation and margins.	1 + 1 = 2 Marks
7.	The save command is used to save a file for the first time. A save as command can be used to save a file for the first time as well as to save an existing file in a different name so that a copy of the same file with another name can be created.	1 + 1 = 2 Marks
8.	Cut a text means its removing the text from current location to another location whereas copying a text means its creating only a copy of the text and original text remains in its position.	1 + 1 = 2 Marks
9.	Left Align : The left edge of the text is along the left cell border. Center Align : Both the left and right edges are equally distant from the left and right cell borders respectively. Right Align : The right edge of the text is along the right cell border. Justify : Aligns the text to the left and the right cell borders.	$\frac{1}{2} + \frac{1}{2} + \frac{1}{2} + \frac{1}{2} =$ 2 Marks
10.	a)Title Bar b)Menu Bar c) Help d)Standard tool Bar e) Find Bar f) Formula Bar. Explanation of any two	1 + 1 = 2 Marks
11.	a) Labels b) Numbers or Values c) Formulas- Explanation of these	1 + 1 = 2 Marks
12.	Formatting a document means adding elements of style and presentation to documents to improve the readability and make them more attractive. To enhance the appearance of spreadsheets various formatting options are available in the Formatting Bar and Format Menu such as alignment, font, size, and style.	2 Marks

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