

CLASS: XI	INDIAN SCHOOL MUSCAT FIRST PERIODIC TEST	SUBJECT: INFORMATION TECHNOLOGY
	SET - B	
QP.NO.	VALUE POINTS	SPLIT UP MARKS
1.	A word processor is a software or a device that allows users to create, edit, and print documents. It enables you to write text, store it electronically, display it on a screen, modify it by entering commands and characters from the keyboard, and print it.	1 Mark
2.	Status Bar: It displays information about the current open document. It displays the current page number, total pages in the document, zoom slider etc.	1 Mark
3.	Managing financial data such as bank account information, budgets, transactions, billings and receipts. Handling inventory, reviews, employee information, surveys, etc.. (Any two uses)	$\frac{1}{2} + \frac{1}{2} = 1$ Mark
4.	For moving data from one cell to another we have the cut-copy-paste functions.	1 Mark
5.	Tabs, Ruler Bar, Status Bar, Scroll Bar, Work area	$\frac{1}{2} + \frac{1}{2} + \frac{1}{2} + \frac{1}{2} = 2$ Marks
6.	i) Scroll Bar: There are two scroll bars – horizontal and vertical. They help to scroll the content or the body of document. ii) Work area: It is the working area where the text of the document is typed.	1 + 1 = 2 Marks
7.	Find and Replace: This is used to find words and then replace it with the new one. Go to the Edit menu, click Find and Replace option enter the word you want to search and enter the word you want to replace with.	1 + 1 = 2 Marks
8.	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
9.	Formatting a spreadsheet means adding elements of style and presentation to spreadsheet 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
10.	In order to control the flow of text within cells, Calc provides various ways: a) Merging / Splitting Cells b) Wrap Text: It means to break the text into multiple lines i.e., adjusting the row height to fit the text within the cell but keeping the column width of the cell same.	1 + 1 = 2 Marks
11.	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.	1 + 1 = 2 Marks

	<p>Right Align : The right edge of the text is along the right cell border.</p> <p>Justify : Aligns the text to the left and the right cell borders.</p>	
12.	Labels b) Numbers or Values c) Formulas- Explanation of each	1 + 1 = 2 Marks