

CLASS: XI	<b>INDIAN SCHOOL MUSCAT FIRST PERIODIC TEST</b>	SUBJECT: INFORMATION TECHNOLOGY
	<b>SET - C</b>	
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.	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.	$\frac{1}{2} + \frac{1}{2} = 1$ Mark
4.	i)As a Windows application, you can click Start -> Programs ->OpenOffice ii) Double click the OpenOffice icon on the desktop	$\frac{1}{2} + \frac{1}{2} = 1$ 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)Tabs: (File, Edit, View, Insert, etc.) contain drop down menu which have commands provided by the tab.	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.	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.	This feature in Calc is used to automatically generate sequence of numbers(data) based on a defined series. Eg:Type 1 in first cell , 2 in second cell drag the autofill dark rectangle down to remaining cell vertically or horizontally.	2 Marks
10.	a) Labels b) Numbers or Values c) Formulas- Explanation of these	1 + 1 = 2 Marks
11.	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.	1 + 1 = 2 Marks
12.	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