

Roll Number		
--------------------	--	--

A



INDIAN SCHOOL MUSCAT FIRST PERIODIC TEST

INFORMATION TECHNOLOGY

CLASS: XI

Sub. Code: 802

Time Allotted: 50 mts.

06.12.2018

Max. Marks: 20

GENERAL INSTRUCTIONS:

All questions are compulsory.

- | | |
|---|---|
| 1. What is the need of a word processing software? | 1 |
| 2. What do you mean by 'Work Area'? | 1 |
| 3. How to move data within a spreadsheet? | 1 |
| 4. What is a spreadsheet? | 1 |
| 5. Write both the methods to start an OpenOffice Writer. | 2 |
| 6. Define i) Status Bar ii) Ruler bar | 2 |
| 7. What is the difference between Save and Save As command? | 2 |
| 8. What is the difference between Cut Text and Copy text? | 2 |
| 9. What are the different types of cell alignments available in a spreadsheet? | 2 |
| 10. Write and explain any two tool bars available in Calc. | 2 |
| 11. What are the various type of data that can be entered in a cell in a spreadsheet? | 2 |
| 12. What do you mean by formatting data in a spreadsheet? | 2 |

End of the Question Paper