B

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 task of a word processing software?	1
2.	What do you mean by 'Status Bar'?	1
3.	Write any two uses of spreadsheet.	1
4.	How to move data within a spreadsheet?	1
5.	List the components of the main screen of OpenOffice Writer.	2
6.	Define i) Scroll bar ii) Work Area	2
7.	How is Find and Replace option useful in OpenOffice Writer?	2
8.	What is the difference between Save and Save As command?	2
9.	What do you mean by formatting data in spreadsheet?	2
10.	How will you control the flow of text in a cell in a spreadsheet?	2
11.	What are the different types of cell alignments available in a spreadsheet?	2
12.	What are the various type of data that can be entered in a cell in a spreadsheet?	2

End of the Question Paper