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INDIAN SCHOOL MUSCAT FIRST PERIODIC TEST

INFORMATION TECHNOLOGY

CLASS: XI
06.12.2018

Sub. Code: 802

Time Allotted: 50 mts.
Max. Marks: 20

GENERAL INSTRUCTIONS:
All questions are compulsory.

1. What is the need of word processing software? 1
2. What do you mean by 'Work Area'? 1
3. What is a spreadsheet? 1
4. What are the two methods to OpenOffice Calc? 1
5. List the components of the main screen of OpenOffice Writer. 2
6. Define i) Scroll bar ii) Tabs 2
7. How is Find and Replace option useful? 2
8. What is the difference between Cut text and Copy text? 2
9. What is autofill feature in a spreadsheet? Write the steps to use it? 2
10. Explain different data types that can be entered to a cell in Calc. 2
11. What do you mean by formatting data in a spreadsheet? 2
12. Write and explain any two tool bars available in Calc. 2

End of the Question Paper