



INDIAN SCHOOL MUSCAT

SECOND PERIODIC ASSESSMENT

INFORMATION TECHNOLOGY

CLASS: XI

Sub. Code: 802

Time Allotted: 50 Mins.

09.01.2020

Max. Marks: 20

General Instructions:

- All the Questions are compulsory.
- Read the Questions carefully before writing the Answer.

1. What is the use of SUM() and Max() in Open Office Writer with an Example? 2
2. Explain Mail Merge. Write all the steps to send a invitation to 10 of your friends. 3
3. Write all the steps of "Find" and "Replace / Replace All" option in Open Office Writer. 2

4.

EmpNo	Ename	Deptno	Salary	Allowance	Deduction	Netsal
AB1	Abel	12	3000			
CD2	Karan	14	2500			
DE1	David	15	3500			
FG3	Fiona	10	5600			

- a) Write a formula for calculate Allowance as 10% of the Salary for all the employees. 1
- b) Write a formula for calculate Deduction as 4% of the salary for all the Employees. 1
- c) Write a formula to calculate Net Salary for all the employees. 1
- d) Write the Steps to convert all the names in to upper case. 1
- e) Write all the steps to sort the records in Descending order of their Net Salary 1
5. In _____ mode, the selection is shown as a translucent screen Overlying the image, whose transparency at each pixel indicates the degree to which that pixel is selected. 1
 - a) Default
 - b) Quickmask
 - c) Marching ants
 - d) Normal
6. GPL stands for 1
 - (a) General Private license

- (b) Great Pioneer License
- (c) General Public Limited
- (d) General Public License

7. Name the application areas where Gimp can be used. 2
8. Which Tool is used to align the objects Placed on Different Layers? Explain all the tools. 2
9. In _____ mode, over-application of the tool will produce noise. 1
 - a) Sharpen
 - b) Blur
 - c) Bold
 - d) Dodge
10. Which tool is used to lighten the pixels in an image? 1

End of the Question Paper