



INDIAN SCHOOL MUSCAT ANNUAL EXAMINATION INFORMATION TECHNOLOGY

CLASS: XI

Sub. Code:802

Time Allotted: 3 Hrs.

18.02.2020

Max. Marks: 60

General Instructions:

- All the Questions are Compulsory.
- Read the Question carefully before writing the answer.

1. (a) What is the use of Find and Replace in Writer? Explain with an example 2
- (b) Write any Four components of Insert Tab. 2
- (c) Write all the steps involved to convert lower case letters in to upper case. 2
- (d) What is the use of Table in Open Office Document? Write any 4 functions used in table. 4
- (e) Write all the steps of Mail Merge. 4
- (f) Write all the steps to insert a bullet in to the writer document. 2
- (g) What is the use of file tab and write any two components of file tab. 2
2. (a) How WAN is Different from MAN? Explain with an example. 2
- (b) Define Domain Name with an example. 2
- (c) Define Computer and write any two characteristics of a computer. 2
- (d) Draw the Layout of five Computers connected to the server. 2
- 1.Star Topology 2.Bus Topology
- (e) What is the use of Router in a network? 1
- (f) Write the Full form the following: 1
- (1) DNS (2) MODEM
3. (a) How Relative reference is different from Absolute reference with an example. 2
- (b) Write the use of the following shortcut keys in Open Office CALC. 2
- 1) Shift+Page Down 2) Ctrl+Page Up
- (c) What is the use of Fill Handle in Open Office CALC? Explain. 1

(d)

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	A	B	C	D	E	F	G	H
1	Region	Rep	Item	Units	Unit Cost	Total	Discount	Final Amt
2	East	James	Pencil	25	1.05			
3	West	Martin	Pen	5	3.30			
4	North	Scott	Binder	6	5.75			
5	West	Rahul	Desk	7	9,50			
6	North	Manish	Pen Set	8	12.50			
7	East	Jones	Pencil	9	1.25			
8	North	Gill	Pencil	10	1.75			
9	East	Hari	Pen Set	12	10.75			

1. Write a Formula to calculate the total as units*Unit Cost.
2. Write a Formula to calculate the discount as 12% of the Total.
3. Write a Formula to calculate the Final Amount as
=Total - Discount
4. Write a formula to count how many Rep(s) are selling the Item Pencil.
5. Write a formula to find the Maximum and Minimum Discount.

5. (a) Explain the following shortcut keys used in Open Office Impress. 4
- 1) Ctrl + Shift + F8 2) Shift + Ctrl + Alt + A 3) Shift + Ctrl + K
- 4) Ctrl + Page Down
- (b) Write the steps to create an animation in Open Office Impress. 2
- (c) Write the shortcut key for the following options in Open Office Impress. 3
- 1) Jump to first slide in the slide show
- 2) Styles and Formatting
- 3) Go to the previous slide without playing effects.
6. (a) How to Straighten the Horizon in GIMP? 2
- (b) Write the full form of the following File Formats used in GIMP. 4
- (1) GIF
- (2) PNG
- (3) FITS
- (4) HTML
- (c) Mention any four features of Gimp. 2

End of the Question Paper