

Name :
Class: VI

Subject :Computer
Date :

1. Write the answer for the following questions :

- (a) How to insert a Table in Word?
- (b) How to move a Table?
- (c) What is frame and key frame?
- (d) Write the use of the following tools
 - i. Bush
 - ii. Oval
 - iii. Pencil
 - iv. Eraser
 - v. Paint Bucket tool
- (e) What is the use of selection tool? Draw the diagram of different type of selection.
- (f) Write the steps to convert and object in to a symbol.
- (g) What do you mean by testing a animation?

2. Write the answer for the following questions:

- (a) Write all steps for applying Mail-Merge.
- (b) Write all possible formatting styles for a Table.
- (c) Write the syntax of IF.. THEN...ELSEIF statement. and explain.
- (d) Write the syntax of SELECT CASE STATEMNT and explain.
- (e) Find the mistake in the following programs & Correct it .

a. CLS

```
REM " A program to find simple interest"
INPUT "Enter Principal Amount", P
INPUT Enter the Rate of Interest , R
INPUT "Enter Time in Years"
SI= P * R * T /100
PRINT Your simple Interest is" ; SI
END
```

b. CLS

```
REM " To find the average of three
marks and display result"
INPUT A,B,C
AVG=A+B+C/5
If AVG > 50 THEN
PRINT GOOD
ELSE
PRINT "Improve"
END IF
END
```

- (f) Write a program to calculate the profit when the cost and sale prices of an item are input by the user. The program should display the appropriate message describing whether the profit has occurred in the transaction or not.
- (g) Write a program to check whether a number is +ve or -ve using the IF.. THEN... ELSE statement.
- (h) Write the uses of the following commands with an example
 1. CLS
 2. LET
 3. INPUT
 4. PRINT
 5. END

3. Define the following terms:

- (a) Timeline
- (b) Condition in Qbasic
- (c) Shape tween
- (d) Motion Tween
- (e) Layer
- (f) Thesaurus
- (g) Hyperlinks
- (h) Mail Merge
- (i) Track Change
- (j) Quick Table

4. Write proper steps for the following in MS-Excel:

- (a) To open a new file.
- (b) To save a file
- (c) To take a print out.
- (d) To select a range of cells.
- (e) To select multiple adjacent/non-adjacent rows or columns.
- (f) To select non-adjacent cells or cell ranges.