I Semester Examination 2017-18
Sub : Information Technology

_____

Std :XI COMM   **Marks :50**

Date: 5/10/17   **Time:**

_____

Q.1 Fill in the blanks :   **[10]**

1) _____ includes the operating system and all the utilities that enable the computer to function.

2) _____ facility in Word 2007 can be used to send a letter to a number of recipients or to create labels using database.

3) In Excel _____ facility is used to complete one entry at a time.

4) PowerPoint 2007 is a very popular _____ graphics software package.

5) HTTP stands for _____

6) _____ attribute specifies the alignment for heading tag.

7) Word file is saved with _____ extension.

8) _____ is the brain of the computer.

9) _____ code is used to give a blank space.

10) _____ tag is smallest heading tag.

Q.2 State whether the following statements are TRUE or FALSE   **[10]**

1) RAM and ROM are types of Main Memory.

2) Simple cell is the one in which information is being entered.

3) In excel, if the text is too long, it is displayed in the right side of the cell as if they are empty.

4) In PowerPoint 2007, status bar displays Save, undo and repeat buttons.

5) The <TITLE>tag is always place inside the <BODY>tag.

6) Every HTML program has a fixed basic structure.

7) Autocorrect is used for error correction as well as formatting.

8) <Li> tag is used to break the line.

9) Motherboard is also called as system board.

10) In PowerPoint 2007,title bar represents the name of the presentation.

Q.3 Multiple choice Questions.(Single Correct Answer) **[5]**

1) In word 2007, in the page Layout tab, under page setup group,____ option allows us to change the size.
a) Page background   b) Size   c) Orientation   d) Margins

2) When we open Excel 2007,the default number of worksheets present in a workbook are___.
a) 1   b) 2   c) 3   d) 256

3) Name the view in PowerPoint 2007 where you can type speaker notes to use during your presentation .You can also print a copy of your notes for reference.
a) Slider sorter view b) Note page view   c) Website   d)Search engine

4) The program which displays web pages to the client side is known as a _____
a) Browser   b)server   c) website   d)search engine

5) In Word 2007,the shortcut buttons or Icons for the menu commands are available on ____tabs.
a) Toolbar   b) Groups   c) Menu   d) Ruler

Q.4 Multiple choice Questions.(Two Correct Answer) **[5]**

1) _____ & _____ applications in industry are used to design and manufacture the Products.
a) CAD   b) Microprocessor   c) CAM   d) CBT

2) In word 2007,the command used to revert to the previous action is _____
a) Press Ctrl + Z
b) Press Undo button on Quick Access Menu in the Right hand Top corner of the Word 2007 screen.
c) Click File Tab, choose Exit   d) Click on File Tab, Choose Close.

3) In Excel 2007, functions are _____ formulas.
a)Built in   b) Custom   c)Predefined   d)Router

4) The views offered by PowerPoint 2007 are_____
a) Normal   b) Slide show   c) Table   d)Chart

5) Which of the following are TRUE about the heading tags?
a) It gives title to content
b) Enclosed outside the <html>---</Html> tag
c) cannot have any text effect
d)used in different sizes.

Q.5 Multiple choice Questions.(Three Correct Answer) **[3]**

1) The options used to align text are_____.
a) Justified   b) Left   c) Center   d)Right

Q.6 Rearrange the following. **[4]**

1) The code for displaying ordered list.

a)<head>   b)<html>   c)</head>   d)<body>
e)</html>   f)   g)   h)<li>List elements   i)</body>

2) In Excel 2007,for Merging & Centering the cells ,the correct procedure to be followed is____.

a)Click on the Home tab
b)Then select Merge and center.
c) Select the range.
d) Type and format the title in the left cell of the range in which you want to center the title.
e)In the Alignment group, click arrow next to Merge & Center

Q.7 Answer in brief.   [9]

1) List the advantages and disadvantages of HTML.

2) List various applications of PowerPoint 2007.

3) Give difference between data and information.

Q.8 Write a HTML code for the following output.   [4]

Ordered list

1. Maths
   a. Algebra
   b. Geometry
2. Social Science
   1. History
   2. Geography
   3. Civics