I Formative Evaluation

2017-2018

Sta:	V	Marks:30
Date:	6/10/17 Sub: Computer	Time:
Q.1. F	ill in the blanks.	[6]
1.	To select the drop cap option, click on the tab.	
	option places selected text slightly below the lines of	f normal printed text.
	We can restore deleted files from the	
	is a temporary storage area in windows.	
	The area where we type and edit text is known as	·
6.	is vertical distance between lines of the text.	
Q.2. S	tate true or false.	[6]
1.	Ribbon has three parts.	
2.	Charles Babbage is considered to be the father of computers.	
3.	Moving a file/folder means deleting it.	
	We can underline a word or sentence along with spaces.	
	Binary data refers to 1.	
6.	Find button replaces all the searched text with new text, at once.	
Q.3. M	Tultiple Choice Question	[6]
1.	Where was ABACUS developed?	
	(a). China (b). Japan (c). Germany	
2.	To delete files/folders permanently press	
	(a). Shift +Delete (b). Shift +Enter (c). Ctrl+ Shift	
3.	Grammatical errors are indicated with wavy line.	
	(a). Red (b). Green (c). Blue	
4.	Font size box is available on the tab.	
	(a). Insert (b). Font (c). Home	
5.	On which tab header and Footer options are available	
	(a). Input (b). None of these (c).Output.	
6.	On which bar, the file name appears?	
	(a). Status Bar (b). Tool bar (c). Title bar.	

Q.4. Answer the following in 1-2 lines (Any 2) [2] 1. What is the use of shortcut icons? 2. Write any 2 main features of fourth generation computers? 3. What is formatting? Q.4. Answer the following Questions in 3-4 lines (Any 5) [10]

- 1. What is Quick Access Toolbar?
- 2. What is header and footer?
- 3. What is clipboard?
- 4. Differentiate between Subscript and Superscript?
- 5. What is undo and redo?
- 6. What is find option? How to search a particular word?
- 7. List three features of windows?