INDIAN SCHOOLSOHAR

SUMMATIVE ASSESSMENT - I

COMPUTER SCIENCE

CLASS -VI   **MM : 30**
24/09/13   **Time : 1hr**

Note: Answer all questions

A: Fill in the Blanks   (4 X1/2=2)

1. Keys for letters and numbers are known as _____ keys.
2. To update the total, press _____.
3. _____ is a collection of variable data regarding one person or thing.
4. A VDU is also known as the _____.

B.Write one word answer for the following   (6 X1/2=3)
1. A line drawn around the edges of an element such as a table or a table cell-
2. A vertical blinking line on the screen-
3. The document containing the variable data that will be inserted during the merge-
4. The rectangular area at the intersection of a column and a row in a table into which you enter data-
5. Installed inside the computer and made up of a collection of smaller disks known as platters-
6. A horizontal series of cells in a table-

C.Answer the following questions in one or two sentences.   (5 X 2=10)

1. Differentiate between primary and secondary memory.
2. How will you display the drawing toolbar, if it is not displayed in the MS-Word window?
3. How can you add a merge field to the main document?
4. How can you apply the 3D-effect to a drawing object?
5. Classify the following input and output devices
   a) Mouse b) Printer c) Joystick d) Keyboard

D.Answer the following questions in detail.   (5 X 3=15)

1. Differentiate between RAM and ROM.
2. What is the need of mail merge? What are the three steps involved in mail merge?
3. Define the following
   a) Autoshapes
   b) Wordart
   c) Hardcopy
4. Write a short note on input devices. Explain any 3 input devices.
5. What are the steps to insert a clip art into a document? How can you resize an image?