

INDIAN SCHOOL SOHAR
FORMATIVE ASSESSMENT II -2015
Computer Science

SET-1

Date:
Class: IX

Marks: 20
Time: 40 Min

I. FILL IN THE BLANKS.

(½X4=2)

1. An _____ is the basic software that controls a computer.
2. To select the insert /overtyp mode, right click the _____ bar.
3. A printer can be selected from the _____ drop-down list.
4. The Rehearse Timings button is available on the _____ tab.

II. WRITE SHORTCUT FOR THE FOLLOWING.

(½X6=3)

1. To select an entire Document
2. To go to the end of the document
3. To select one character to the left
4. To select a paragraph
5. To select a word
6. To the beginning of the current line

III. ANSWER ALL THE QUESTIONS.

(2X5=10)

1. Differentiate between Quick Access Toolbar and the Ribbon.
2. How will you recover a deleted file from Recycle bin?
3. Explain any two types of Operating Systems?
4. What is the difference between transition and animation?
5. How to create a new document?

IV. DESCRIPTIVE TYPE QUESTION.

(1X5=5)

1. Write the steps to create a hyperlink to a slide in the same presentation?

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SET-2

Date:
Class: IX

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Time: 40 Min

I. FILL IN THE BLANKS.

(½X4=2)

1. The hyperlink option is available in the _____ group.
2. The _____ temporarily stores the files /folders deleted by the user.
3. To select an entire document using the keyboard, press _____.
4. The SmartArt option is available in the _____ group.

II. WRITE SHORTCUT FOR THE FOLLOWING.

(½X6=3)

1. To select a line of Text.
2. To select a sentence.
3. To select one character to the right.
4. To select a paragraph.
5. To go to the beginning of the document.
6. To the end of the current line.

III. ANSWER ALL THE QUESTIONS.

(2X5=10)

1. What is an Operating System? Name any two functions of an Operating System?
2. What are the different options available for inserting sound in a presentation?
3. How can you record narration for the slides in a presentation?
4. Differentiate between Undo and Redo commands.
5. Differentiate between the horizontal ruler and the vertical ruler.

IV. DESCRIPTIVE TYPE QUESTION.

(1X5=5)

1. Write steps to create a watermark? Write the steps to send the watermark to the back of a slide?