

**SRI RAJARAJESWARI MATRICULATION HIGHER SECONDARY SCHOOL**

**CLASS : 6**

**SUBJECT : COMPUTER SCIENCE**

**DATE : 25/9/2021 TIME :6PM MARKS :40**

**FILL IN THE BLANKS**

1. Computer can understand only \_\_\_\_\_ language.
2. Input and output devices, CPU, storage devices and all other components are known as \_\_\_\_\_
3. \_\_\_\_\_ is required to convert high level language into machine language.
4. The software is broadly classified into two types as \_\_\_\_\_ and application.
5. \_\_\_\_\_ is a slider using which we can increase or decrease the size of display.
6. Ruler is used to set \_\_\_\_\_ for the document.
7. Making a \_\_\_\_\_ on top of any page will open the header.
8. The text appearing on bottom of every page of the document is called \_\_\_\_\_
9. Mailings ribbon guide us to send mail merge through \_\_\_\_\_ steps.
10. References to the specified text that are printed at the end of the document are called \_\_\_\_\_.

**Say True or False.**

1. Mail merge document can be directly sent for printing.
2. Date and time can be included in the document through Insert tab.
3. Footnotes are placed at the end of the document.
4. The recently used documents will be listed in the word start screen.
5. By default quick access toolbar holds save,undo and redo command buttons.

**Choose the best answer.**

1. Ruler in word is used to \_\_\_\_\_ for the contents.  
a) Draw lines    b) set margins    c) create table
2. We cannot type or correct the contents in \_\_\_\_\_ mode.  
a) read    b) print    c) web
3. Footnotes appear at the bottom of the \_\_\_\_\_

a)Line                      b)page                      c)paragraph.

4.Header and footer can be created using the \_\_\_\_\_ menu.

a)references                      b)Insert                      c)home.

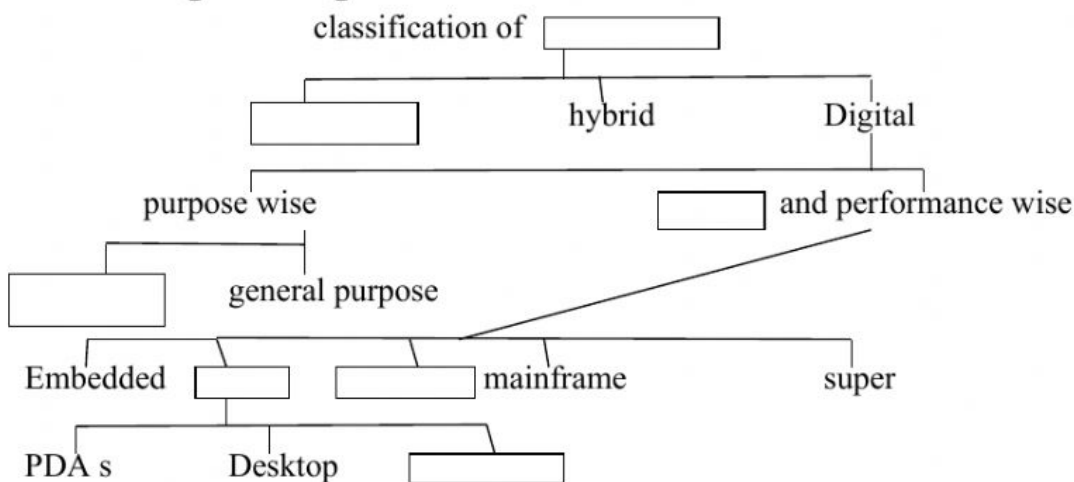
5.\_\_\_\_\_ feature of MS word in project reports are used to grab the attention of the reader.

a)Header                      b)footer                      c)drop cap

### Match the following

- |                        |   |  |
|------------------------|---|--|
| 1.C, C++               | - | signals ON and OFF                     |
| 2.Digital computers    | - | Embedded system                        |
| 3.ADD, STA             | - | High level language                    |
| 4.Mac/OS               | - | Assembly language                      |
| 5.ATMs and PDAs        | - | Operating System                       |
| 6.Quick Access Toolbar | - | all the menus and commands are present |
| 7.Ribbon               | - | send common mail to many people        |
| 8.Hyperlink            | - | Frequently used command buttons        |
| 9.End notes            | - | navigate to other documents            |
| 10.mail merge          | - | end of the document                    |

### Label the given diagram



## Document views

