



HALF YEALY EXAMINATION REVISION QUESTION PAPER(2019-2020)

Grade: VI

Subject: Computer

Date:

Code:

Name:

Max. Marks: 20

Roll no. :

Time: 45 Minutes

General Instructions:

- *This question paper consists of 2 printed pages.*
- *All answers to be written in the answer sheet provided.*

SECTION A (THEORY)

14 marks

I. FILL IN THE BLANKS WITH THE CORRECT WORDS.

$\frac{1}{2} \times 6 = 3$

PORTRAIT	TOP MARGIN	INSERT	PRINT LAYOUT	VIEW	BACKSTAGE
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- To break a page, click the _____ tab.
- Views group is available on the _____ tab.
- The default paper orientation in Word 2013 is _____.
- You can see headers and footers in the _____ view.
- _____ view opens when File tab is clicked.
- Double click anywhere on the _____ to show the header and footer areas.

II. UNDERLINE THE CORRECT OPTION.

$\frac{1}{2} \times 6 = 3$

- Text that is repeated at the bottom of each page.
1. Footer 2. Footnote 3. Endnote 4. None of these.
- Which of the following tabs is used for page formatting?
1. Design 2. Page layout 3. Home 4. None of these
- Date and Time option is available in this group.
1. Home 2. Design 3. Insert 4. None of these
- Which of the following margins are indicated on the vertical ruler?
1. Top 2. Bottom 3. Both (a) and (b) 4. None of these
- Text that is repeated at the bottom of each page.
1. Footer 2. Footnote 3. Endnote 4. None of these

- f. To change the page orientation, click the _____ tab.
1.Insert 2.Home 3.Page layout 4.None of these

- III. ANSWER THE FOLLOWING QUESTIONS** **2×4=8**
- a. Mention and explain various alignment options. **2**
 - b. Differentiate between footnote and endnote. **2**
 - c. What is the difference between line spacing and paragraph spacing? **2**
 - d. Write steps to apply border to a page? **2**

SECTION A (PRACTICAL)

1×6=6

IV. TYPE THE BELOW GIVE PARAGRAPH IN MS WORD 2013 AND MAKE THE FOLLOWING CHANGES WITH THE PARAGRAPH.

A natural disaster is a major bad event caused by the natural processes of the Earth. Examples include floods, hurricanes, tornadoes, volcanic eruptions, earthquakes, tsunamis and other geologic processes. A natural disaster causes loss of life or property damage, and leaves some economic damage afterwards.

- a. Set the page size as A4 and page orientation as landscape. **1**
- b. Set top, bottom, left and right margins as 2.0 **1**
- c. Set the line spacing as 2.0. **1**
- d. Insert the header as date and time, footer as page number. **1**
- e. Insert footnote as Tsunamis and endnote as ‘**A tsunami is a large ocean wave usually caused by an underwater earthquake or a volcanic explosion**’. **1**
- f. Add a watermark for your document and change the page color. **1**