

DO NOT OPEN THIS BOOKLET UNTIL INSTRUCTED TO DO SO

- * All questions are compulsory.
- * Read the instructions on the **ANSWER SHEET** and fill in your **NAME**, **CLASS and OTHER INFORMATION**.

To mark your choice of answer by darkening the circles in the Answer Sheet, use an **HB Pencil** only.

- * You **MUST** record your answers on the **ANSWER SHEET**.
- * There are 30 **MULTIPLE CHOICE QUESTIONS**. Use the information provided to choose the **BEST** answer among the four possible options.

On your **ANSWER SHEET** fill in the oval that matches your answer.

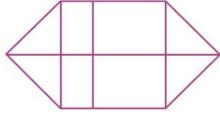
- * Marks are **NOT** deducted for incorrect answers.
- * Return the **Answer Sheet** to the invigilator at the end of the examination.
- * Write your Roll No. on the Question Paper too and take it home for future reference.
- * You are **NOT** allowed to use a calculator.

You may use a ruler and spare paper for rough work.

Section - A

(This section contains 5 multiple choice questions. Each question has four choices (A), (B), (C) and (D), out of which only ONE is correct.)

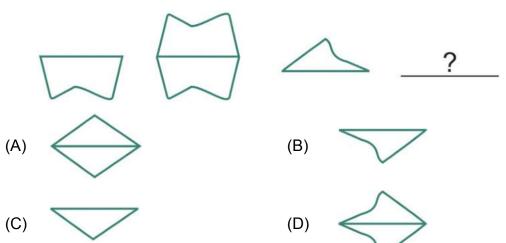
1. How many rectangles are there in the following figure?



- (A) 6
- (C) 9

- (B) 8
- (D) 10

2. Which of the figures can be used to continue the series given below?



3. Find the missing character.

Υ	D	ı
D	ı	N
ı	N	?

(A) V

(B) W

(C) S

(D) Y

4. Complete the analogy.

Pen is to poet as needle is to _____

(A) Button

(B) Thread

- (C) Tailor (D) Sewing
- 5. Which word does NOT belong with the others?
 - (A) Elephant

(B) Leopard

(C) Cougar

(D) Lion

Section - B

(This section contains 25 multiple choice questions. Each question has four choices (A), (B), (C) and (D), out of which only ONE is correct.)

6. Which computer software is most appropriate for animating the text or objects?









- 7. When you have multiple shapes, you can arrange the order in which they appear. Which of these is NOT an option?
 - (A) Send to Back

(B) Send Backward

(C) Bring Forward

- (D) Bring in Back of Text
- 8. To organise data in a table in MS Word, which of the following features is used to arrange the selected data in alphabetical or numerical order?







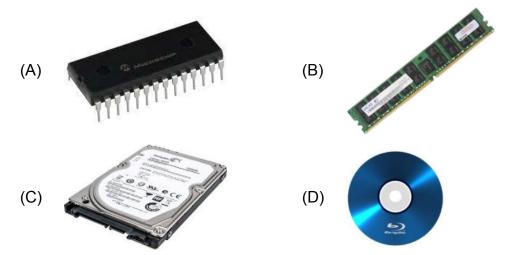
- 9. Which option on the Animation tab allows you to apply a preset or custom motion path?
 - (A) Add animations

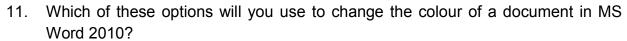
(B) Slide Transition

(C)	Animation	Pane
\cdot	<i>,</i> , ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ı anc

(D) Reorder Animation

10. In which of the following type of memory, the stored information is lost when the computer is switched off?





- (A) Page Layout → Page Color
- (B) Insert → Cover Page

(C) View \rightarrow Layout

- (D) Home \rightarrow Font Color
- 12. You have typed "=E4=F4" in cell G4. What will be the value displayed in the cell G4?
 - (A) Yes or No

(B) True or False

(C) Value of E4

(D) Value of F4

13. The amount of data that can be stored in the storage unit is called ______.

(A) Memory size

(B) Memory unit

(C) Memory style

- (D) Memory number
- 14. How many parts does an email address have?
 - (A) 1

(B) 2

(C) 3

(D) 4

15. What is the shortcut keys to show or hide the desktop?

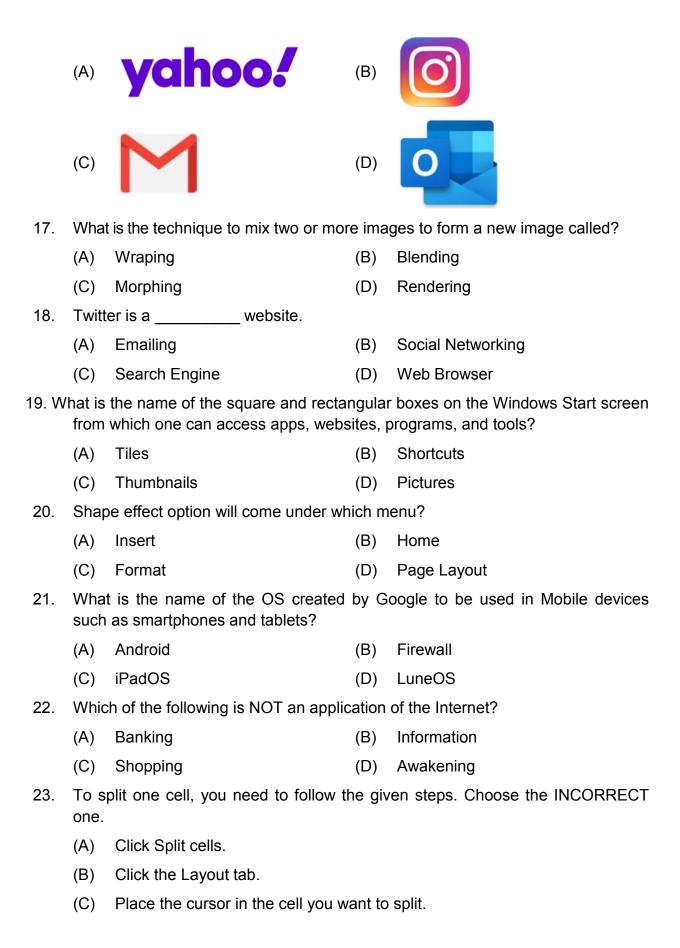
(A) Shift + Tab

(B) Alt + Tab

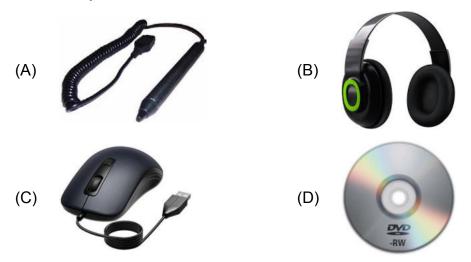
(C) Win + Tab

(D) Win + D

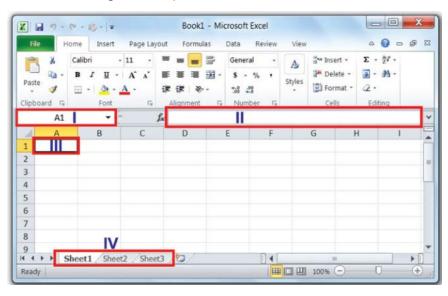
16. Which of these is NOT an email service provider?



- (D) Choose the number of columns and rows you want to merge that cell into.
- 24. Which of the following tools is used to draw pictures and control screen operations directly?



25. Which of the following label represents the formula bar?



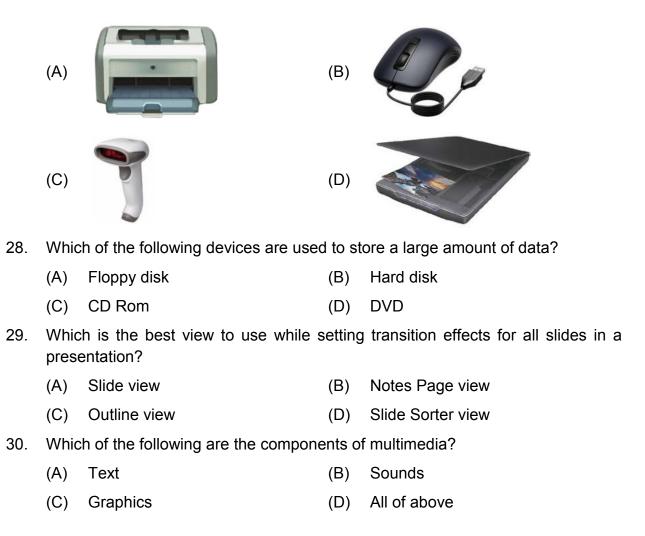
(A)

(B) II

(C) III

- (D) IV
- 26. The steps and tasks needed to process data such as response to a question or selecting an icon or option are called ______.
 - (A) Instructions

- (B) Operating System
- (C) Application software
- (D) System software
- 27. Which of the following devices is used to accept barcode inputs in shopping malls and departmental stores?



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