ANANDALAYA
PERIODIC TEST - 2
Class: VI

Subject: Computer   M.M: 20
Date   : 12-09-2024   Time: 1 Hour

Name : _____   Section : ___   Roll No. : ___

A.   Write correct answer from given choices in the box.   (5)

  1.   Word file is also known as _____.

          A) file   B) document   C) sheet   D) text   ☐

  2.   Shortcut key for undo command is _____.

          A) ctrl + z   B) ctrl + y   C) ctrl + u   D) ctrl + x   ☐

  3.   Cut command is used for _____.

          A) Paste   B) Copy   C) Move   D) Delete   ☐

  4.   Copy command is used for _____.

          A) Paste   B) Copy   C) Move   D) Delete   ☐

  5.   An extension of word file is _____.

          A) .exe   B) .file   C) .word   D) .docx   ☐

B.   Write whether the below statements are True (T) or False (F).   (5)

                                                                                     ☐
  1.   User cannot insert table in word document.

                                                                                     ☐
  2.   User can take print of the particular page/s from whole document.

                                                                                     ☐
  3.   Strikethrough draws a line under the selected text.

                                                                                     ☐
  4.   Alt + V key is used for paste command

                                                                                     ☐
  5.   Word document is used to create worksheet, letter writing etc.

C.   Answer the following questions.   (5)

  1.   How are the columns titled in spreadsheet?

          _____

  2.   How are the rows titled in spreadsheet?

          _____

  3.   What is cell in spreadsheet?

          _____

4.   Write any two border features in word document.

_____

5.   Write types of alignments in word document.

_____

D.   Answer the following questions.   (5)

1.   Define header in word document.

2.   Define footer in word document.

3.   Define margin in word document.

4.   What are the types of data in spreadsheet?

5.   What is the use of enter key and tab key in the spreadsheet?