



ANANDALAYA
PERIODIC TEST - 2
Class: VI

Subject: Computer
Date: 13-09-2025

MM: 30
Time: 1 hour

Name: _____ Div: _____ Roll No. _____

General Instructions:

1. There are 20 questions in this question paper. All questions are compulsory.
2. Q. No. 1 to 10 are objective type questions and carry 1 mark each.
3. Q. No. 11 to 20 are short answer questions and carry 2 marks each.

I. Tick the most appropriate answer from the given options.

1. The default page size in Word Processor is _____. (1)
(A) A3 (B) A4 (C) Letter (D) Legal
2. The area between the main content and the edges of the page is called the _____. (1)
(A) Header (B) Footer (C) Margin (D) Border
3. A horizontal line of cells in a spreadsheet is called a _____. (1)
(A) Cell (B) Column (C) Row (D) Range
4. The shortcut key of Cut in Word processor is _____. (1)
(A) Ctrl + S (B) Ctrl + E (C) Ctrl + C (D) Ctrl + X
5. The shortcut key to insert a page break in Word Processor is _____. (1)
(A) Ctrl + Enter (B) Ctrl + Shift + Enter (C) Alt + Enter (D) Shift + Enter
6. The feature in Word Processor that allows you to divide your document into multiple columns is _____. (1)
(A) Page Setup (B) Column Formatting (C) Page Break (D) Word Count
7. What is the maximum number of rows in a Worksheet? (1)
(A) 1048576 (B) 65536 (C) 16384 (D) 104857
8. _____ bar is present at the bottom at the window and display the information. (1)
(A) Formula (B) Status (C) Name (D) Title
9. Which of the following is not a type of data in Spreadsheet? (1)
(A) Text (B) Number (C) Formula (D) Image
10. Shortcut key to save in Spreadsheet is _____. (1)
(A) Ctl + V (B) Ctl + D (C) Ctl + S (D) Ctl + M

II. Answer the following questions.

1. Explain the difference between header and footer in Word Processor. (2)

2. Mention the four types of alignment used in Word Processor. (2)

3. What is page border? Name any two settings you can apply to the page border in a Word Processor. (2)

4. Fill the following (2)

For the Movement	Press the key
One cell down	
The cell at the intersection of the last row and last column containing data	
Beginning of the Row	
Top of Worksheet (cell A1)	

5. Explain charts. Which types of charts can be created using the spreadsheet. (Any 2). (2)

6. What is AutoFill? Give an example of its use. (2)

7. Describe the steps to change the column width in Spreadsheet. (2)

8. What is the purpose of =SUM() and =MIN() functions in Spreadsheet? (2)

9. Explain the difference between landscape and portrait orientation in Word Processor. (2)

10. What is visible in name box and Formula bar? (2)
