ANANDALAYA
PERIODIC TEST - 2
Class: VIII

Name:_____
Roll No : _____
Class & Section : _____

Subject: Computer
Date : 13-09-2025

MM : 30
Time : 1 hour

General Instructions:
1. This question paper contains four printed pages.
2. Answers are to be written in this question paper only.

Q-1. Read each question carefully; Tick the most appropriate answer from the given options.

1 Which LibreOffice component is used to create the main document for Mail Merge? (1)
   (A) Calc   (B) Impress   (C) Writer   (D) Base

2 What is the purpose of the data source in Mail Merge? (1)
   (A) To format the document   (C) To save the merged files
   (B) To store recipient information   (D) To print the document

3 What is the final step of Mail Merge in LibreOffice? (1)
   (A) Save the document   (C) Insert placeholders
   (B) Register the data source   (D) Print or send merged documents

4 What type of file is typically used as the data source for Mail Merge in LibreOffice? (1)
   (A) Spreadsheet Files (e.g. .ods)   (C) Presentation Files (e.g. .odp)
   (B) Image Files (e.g. .png)   (D) Audio Files (e.g. .mp3)

5 Which chart type is best for showing trends over time? (1)
   (A) Pie Chart   (B) Column Chart   (C) Line Chart   (D) Bar Chart

6 Which chart type is ideal for showing parts of a whole? (1)
   (A) Scatter Chart   (B) Line Chart   (C) Pie Chart   (D) Area Chart

7 Which of the following is not a valid chart type in Calc? (1)
   (A) Line   (B) Pie   (C) Gauge   (D) Bar

8 Which HTML tag is used to create the largest heading? (1)
   (A) <h6>   (B) <H1>   (C) HEAD   (D) <heading>

9. Which of the following is the correct HTML document structure? (1)
   (A) <head><html><body></body></html></head>
   (B) <html><head></head><body></body></html>
   (C) <html><body><head></head></body></html>
   (D) <body><head></head><html></html></body>

10. Which HTML tag is used to create a hyperlink? (1)

(A) <link>   (B) <a>   (C) <href>   (D) <url>

Q-2. Answer the following questions:

1. What is Mail-Merge? (2)

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2. How do you open the Data Source view in LibreOffice Writer? (2)

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3. What are merge fields? (2)

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4. What is the main purpose of using a chart in LibreOfficeCalc? (2)

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5. Name any three types of charts available in LibreOffice Cal(C) (2)

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6. Which chart type is the best for showing trends over a period of time? Why? (2)

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7. How do charts help in decision-making? (2)

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8. What is the purpose of the <!DOCTYPE html> declaration? (2)

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9. How do you create a link that opens an email program? (2)

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10. Define HTML. What is the HTML file extension? (2)

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