



विद्या सर्वार्थ साधिका

ANANDALAYA

PERIODIC TEST -2

Class : VI

Subject: Computer Science

Date : 30-09-2023

M.M: 20

Time: 1 Hour

Name : _____

Section : ____ Roll No. : ____

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

I. An extension of word file is

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

II. Shortcut key for redo command will be.....

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

III. Write correct example of subscript....

- A) X₂ B) ~~X~~₂ C) X² D) X₂

IV. Word file is also known as

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

V. Identify the symbol ↶

- A) return B) redo C) undo D) none of the above

2. Fill in the blanks using appropriate answer given below. (5)

Ctrl + E Ctrl + P Ctrl + V Ctrl + C Ctrl + U None

I. key is used to Paste.

II. key is used to Print.

III. key is used to Strikethrough.

IV. key is used to Copy

V. key is used to Center.

3. Answer the following questions. (5)

I. How are columns titled in spreadsheet?

II. How are rows titled in spreadsheet?

III. What is cell in spreadsheet?

IV. Write any two border features in word document.

V. Write types of alignments in word document.

4. Define the following. (4)

I. Formatting in word document.

II. Footer in word document.

III. Header in word document.

IV. Column in spreadsheet.

5. Write dimension of A4 paper in cm. (1)
