



विद्या सर्वार्थ साधिका

ANANDALAYA
PERIODIC TEST - 2
Class : VIII

Name: _____

Roll No : _____

Class & Section : _____

Subject: Computer Science

Date : 30-09-2023

MM : 20.

Time : 1 Hrs.

General Instructions:

1. This question paper contains two printed pages.
2. Answers are to be written in this Question paper only.

I Fill in the blanks. (3)

1. Mail merge wizard is available under _____ menu.
2. You can use _____ or _____ type of document in Mail-Merge.
3. The Mail-Merge wizard has _____ no of steps to complete the process.
4. In Mail-Merge, Form letter consists of main document and _____.
5. The _____ chart is the column chart drawn on sideways.
6. The _____ chart is used to plot data for a single data series.

II State whether the following statements are True or False. (3)

1. Mail-Merge is a very important feature of a Spreadsheet. (_____)
2. In Mail-Merge main document is merged with mailing address. (_____)
3. You cannot modify your document content once the Mail-Merge wizard has started. (_____)
4. A chart is a Textual representation of a data. (_____)
5. Data label is a label that provides information about a data point on a chart. (_____)
6. When you create a chart initially a Bar chart will appear on the worksheet. (_____)

III Describe the following chart component: (2)

1. X- Axis:

2. Y-Axis:

3. Chart title:

4. Plot Area:

IV Answer the following questions:

1. Why are the charts required? (2)

2. How is a pie chart different from a donut chart? (2)

3. How will you change the size of a chart once inserted? (2)

4. What are the three main elements of a Mail-Merge? (2)

5. Write advantages of a Mail-Merge. (Any two). (2)

6. What are the types of data source available for Mail-Merge? (2)
