SUMMATIVE ASSESSMENT – SECOND TERM

COMPUTER SCIENCE

Max. Marks: 50

Std - II

Time: 2 Hrs

I. Choose the correct answer: **5 x 1 = 5**

1. The calculator can be used in _____ mode.

    a) Standard   b) Classic   c) Scientific   d) Both (a) and (c)

2. To exit notepad _____ command is used.

    a) File > Close   b) File > Exit   c) Edit > Close   d) Edit > Exit

3. The _____ operation removes the text from its original location.

    a) Cut   b) Copy   c) Move   d) Select

4. Wordpad is a simple _____.

    a) Spreadsheet   b) Word processor   c) Database   d) Presentation

5. The _____ button is used to change the size of the window to full screen.

    a) Minimize   b) Maximize   c) Close   d) Restore

II. Fill in the blanks: **5 x 1 = 5**

6. Click the file > _____ command for saving a document.

7. Unwanted text can be deleted using the _____.

8. The menu bar is located below the _____.

9. To change the date or time, _____ the clock icon on the taskbar.

10. Selection can be made using _____.

III. Missing letter: **5 x 1 = 5**

11. A____ ____es____o____.

12. W____r____Pr____c____s____or.

13. D____ub____ ____cl____c____.

14. S____r____l____b____r.

15. N____t____p____d.

IV. Who am I?   5 x 1 = 5

16. I am a button. I am used to change the size of a window to full screen.

    _____

17. I am used to reduce the size of a window. _____

18. I am used to change the size of a window to its original size.

    _____

19. I am the vertical bar. I indicate where you are in a document.

    _____

20. I am an icon on the toolbar. I am used to store the document.

    _____

V. Answer the following: 5 x 2 = 10

21. How do you start the calculator application?

    _____

    _____

    _____

22. What are the ways to save a document?

    _____

    _____

    _____

23. How will you remove formatting?

    _____

    _____

    _____

24. How do you make text appear bold?
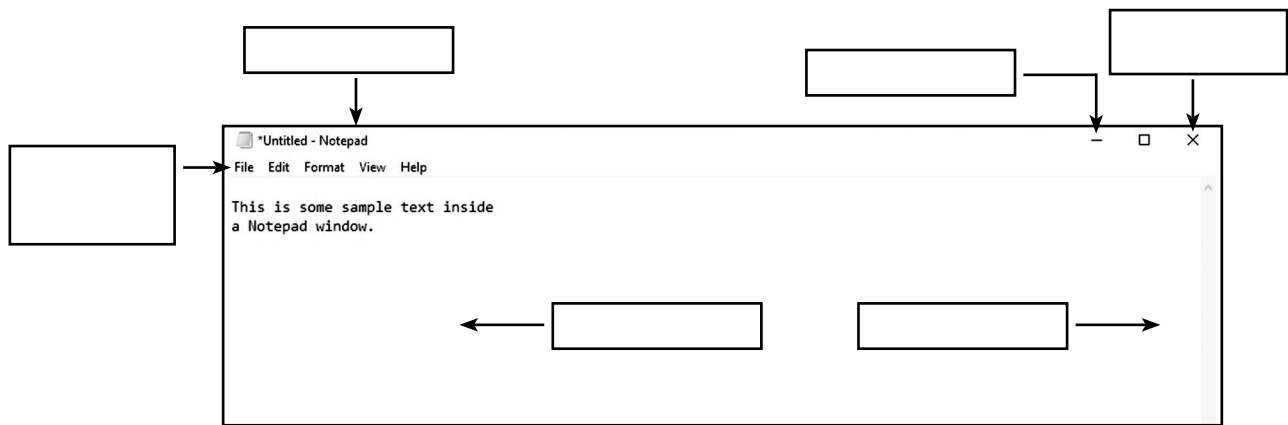
_____

_____

_____

25. What is a document area?

_____

_____

_____

VI. 26. Draw a mindmap on shortcut keys and their functions.   **5**

VII. 27. Draw a mindmap on the different bars and buttons in a notepad document.   **5**

VIII. 28. Label the parts of the notepad window.   5

IX. Write functions and short cut keys: 5 x 1 = 5

29. To create a new document.

30. To saving a document.

31. Printing a document.

32. Exiting notepad.

33. To start notepad.