ST. XAVIER'S SENIOR SECONDARY SCHOOL, DELHI-54

Class : 5   SUMMATIVE ASSESSMENT 2   Marks: 20

Date: 30.1.2015   **Computer**   Time: 30 min.

Name: _____ Class & Sec. _____ R. No. _____

Note: All the answers should be done on the question paper itself.

Q1   Fill in the blanks: (6)

1. A _____ is made up of rows and columns.

2. _____ is the biggest network of companies.

3. _____is the way to send mail from one_____ to another computer.

4. The word Netiquette is derived from the word _____and_____

Q2   Tick the right answer.   (6)

   i)   (Reply / Compose) option is used to send a new e-mail.

   ii)   Tables group is present in (FONT/TABLES) tab.

   iii)   Alt and (home/end) keys moves the cursor to the first cell of table.

   iv)   To insert a table in a document click at (HOME / INSERT) tab .

   v)   To do simple calculation in a table in MS word, we click at (LAYOUT / MAILINGS) tab and

          select formulae tool.

   vi)   Border can be given to a table using (Design tab / Review tab).

Q3   Multiple choice questions: (1x6=6)

1. You can also send a file as an _____with your e-mail.
    (a) person
    (b) attachment
    (c) both (a) and (b)

2. nitikajain345@gmail.com is an example of_____
    (a) e-mail address
    (b) e-mail program
    (c) e-greeting website

3. Username is also called as_____.
    (a) server name
    (b) domain name
    (c) login name

4. Short forms for words used on internet for communication are called _____
    (a) Acronyms
    (b) homonyms
    (c) Antonyms

5. To drag a table to a new location in your document, you will drag the
    (a) Table Move handle
    (b) Table Resize handle
    (c) both a and b

6. A rectangular intersection of row and column is called a _____ .
    (a) table
    (b) cell
    (c) border

Q4 Name the two   (½x4=2)

  i) E-MAIL sites: _____ _____

  ii) E-Greeting sites : _____ _____

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