

**MODEL QUESTION PAPER**  
**SUBJECT: COMPUTER APPLICATIONS (THEORY)**

STD: XII  
Max Marks: 50

Course: Computer Technique  
Time: 2 hrs.

**General Instructions:-**

1. All questions are compulsory.
2. Figures to right indicate full marks
3. Write the no. of the question and sub-question clearly
4. Draw diagrams where ever necessary
5. Answer to every question shall start on a fresh page.

Q1A.) Fill in the blanks by choosing the appropriate words from the choices: (5)

1. \_\_\_\_\_ bar provides any calculations or formulas you need to use in Excel.  
a) Formula bar b) Toolbar c) Status bar d) Menu bar
2. Each of data files has a \_\_\_\_\_ that describe the way the data is stored in the file.  
a) File Structure b) Records c) Fields d) Database
3. A PowerPoint presentation is also known as \_\_\_\_\_.  
a) Slide show b) PowerPoint c) MS word d) Document
4. The Intersection between a row and a column is called as \_\_\_\_\_.  
a) Worksheet b) Formula c) Cell d) Header
5. \_\_\_\_\_ e-commerce environment, companies sell their online goods to other companies without being engaged in sales to consumers.  
a) D2D b) C2C c) B2C d) B2B

B. Match the following given below: (5)

- |                    |                   |
|--------------------|-------------------|
| 1. Formulas        | a) Left align     |
| 2. Text Alignment  | b) My SQL         |
| 3. PowerPoint view | c) SUM()          |
| 4. Animation tab   | d) Normal view    |
| 5. DBMS            | e) Animation pane |

C. Draw the symbols for the following: (5)

1. New Slide with reference to powerpoint
2. Fade Transition with reference to powerpoint
3. From Beginning slide show with reference to powerpoint
4. Date & Time function with reference to excel
5. AutoSum with reference to excel

D. Answer the following in a word or phrase: (5)

1. Name the tab displayed on the ribbon when table is inserted into the slide.
2. How do you display current date and time in MS Excel?
3. What are the tabs that appear at the bottom of each workbook called?
4. Give the full form of DBMS.
5. What C2C stands for?

E. Answer the following questions in one sentence each: (10)

1. State one feature of PowerPoint.
2. What is the purpose of splitter bar?
3. What is database structure?
4. How can you view list of the animations applied to a slide?
5. Define Database.
6. What does the terminology “B2C” represent in E-Commerce?
7. State one use of Outline and slides tab.
8. Give two types of text alignment in PowerPoint presentations.
9. State one advantage of DBMS.
10. What is E-commerce?

Q2.) Answer the following questions in two sentences each. (Any 10)

1. How to close the presentation in PowerPoint?
2. Difference between Merge cell and wrap text
3. Give the procedure to open file in MS Excel.
4. What is the procedure to format the cell?
5. What is Slide pane?
6. Explain the procedure to start the PowerPoint.
7. Explain the procedure to change the slide Layout.
8. Name four Custom Animations in PowerPoint.

9. Give the procedure to save file in MS Excel.
10. Explain the following options under Date & Time function.  
a) Date    b) Date value
11. Explain any two arithmetic functions of MS Excel.
12. Give any two advantages of MS Excel.
13. Give any two advantages of Powerpoint.
14. Explain the functions of the two options in the cells group in the Home Tab in MS Excel.

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