

LIONS SCHOOL MIRZAPUR  
HALF YEARLY EXAMINATION 2020-21

Class- X

M.M.: 50

Subject- Information Technology (402)

Time: 2 hrs.

Note- Attempt all the questions.

- Q.1- Fill in the blanks: 4
- a) High contrast and Cursor option accessibility features are available under \_\_\_\_\_ tab.
  - b) \_\_\_\_\_ is a free offline blog editor that is simple and easy to use.
  - c) A \_\_\_\_\_ is a model that you use to create other documents.
  - d) In spreadsheets , \_\_\_\_\_ are recorded set of actions that can be used again and again.
- Q.2- Write any two Application based Instant Messaging software. 1
- Q.3- What do you mean by Firewall? 1
- Q.4- Which two documents are created in mail merge? 1
- Q.5- How can you add colour to the background of the table of contents? 1
- Q.6- What is the use of Goal seek tool in a spreadsheet? 1
- Q.7- How is sharing worksheet data useful? 1
- Q.8- Write any four payment tools to do online shopping. 2
- Q.9- What are the different types of accidents ? Write any four. 2
- Q.10- How can you insert an image from the clipboard into your document? 2
- Q.11- Write steps to group different drawing objects. 2
- Q.12- Write a formula to calculate the maximum value for the range D1:D12 of the other worksheet named Marks in the same workbook. 2
- Q.13- How is Solver different from Goal seek tool in spreadsheet? 2
- Q.14- Write any three rules and etiquettes to be followed while chatting. 3
- Q.15- Write any three best practices to reduce the risk of online threats. 3
- Q.16- Name the elements represented by following buttons on the structure line under the Entries tab while building the table of contents-  
E#, E, T, #, LS, LE 3
- Q.17- Write steps to split a cell into a number of cells in Writer document. 3

- Q.18- How can you insert and rename a new sheet in Calc? 3
- Q.19- How can you apply the selected scenario to the current sheet using Navigator? Also write steps to edit and delete a scenario. 3
- Q.20- What are the five features of Instant Messaging? 5
- Q.21- Define any five types of styles supported by OpenOffice. 5

-----