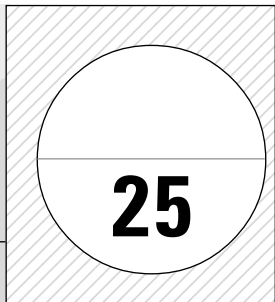# FORMATIVE ASSESSMENT - II

Class - VI :: Computer Easy Learning

Time : 1 Hour   **Max. Marks : 25**

25

Name :	Class :	Section :	Roll No.

I. Answer the following questions. **[4 x 3 = 12]**

1) What is meant by main document ?

2) How can border be applied to a table ?

3) What are / the uses of applying animation effects ?

4) What is merge field ?

II. Fill in the blanks. **[4 x 1 = 4]**

1) This area is used to type the text to be sent in a mail ....

2) The data value is shown by the .... bars.

3) .... effects appear when one slide ends and the other appears.

4) The number of rows and columns can be specified in the .... dialog box.

III. State True or False. **[5 × 1 = 5 M]**

1. Border can be modified in many different ways. ☐

2. Data cannot be imported from anywhere in power point. ☐

3. Mail merge is used to send mails. ☐

4. Power point cannot display data. ☐

5. Transition effects are used to highlight important points in a presentation. ☐

IV. Choose the correct option. [4 × 1 = 4 M]

1. Which of the following has the text that is to be sent through mail ?

   a) Main document ☐   b) Data source ☐

   c) Mail merge ☐   d) None of these ☐

2. The chart button can be found in

   a) Home tab ☐   b) Table tab ☐

   c) Design tab ☐   d) None of these ☐

3. Which view allows the user to view the transition effects

   a) Transition ☐   b) Animation ☐

   c) Sound ☐   d) None of these ☐

4. Windows can be previewed as a stack using

   a) 2 ☐   b) 3 ☐

   c) 4 ☐   d) None of these ☐

❖ ❖ ❖ ❖ ❖