

Multiple Choice Questions (MCQs)(for 2nd Term)**CLASS: VI****SUBJECT: COMPUTER STUDIES****Chapter – 4**

- Question 1) _____ is a feature on word processing application software that enables users to develop personalised letters, greeting cards and other communication with names and addresses stored in a database.
(a) Mail Merge (b) Conditional Formatting (c) Auto Filter
- Question 2) Mail Merge is the feature of _____ utility of MS-office.
(a) Microsoft word (b) Microsoft Excel (c) Power point
- Question 3) The only _____ is that letters can lack a certain level of personal engagement.
(a) Advantage (b) disadvantage (c) Benefit
- Question 4) The name and address that change in every letter is inserted in the _____.
(a) Data Source (b) Main document (c) Merge document
- Question 5) When the main document is merged with the data source creates a third document, called as the _____.
(a) Merge document (b) data source (c) Main document
- Question 6) Merge document is said to be the Combination of _____ and data source.
(a) Main document (b) data source (c) Merge document
- Question 7) Mailing labels and envelopes can be created and printed by using _____.
(a) Mail Merge (b) Main Document (c) Data source
- Question 8) _____, Data source and merge document are three Component of a mail document.
(a) Main Document (b) Data Source (c) Letters and List
- Question 9) _____ is the main part of the main document.
(a) Merge field (b) Data Source (c) Merge document
- Question 10) _____ is used to add actual data from the data source.
(a) Merge field (b) Merge Document (c) Data Source
- Question 11) Start mail merge option is in _____ group.
(a) Start mail merge (b) Create (c) Write and insert fields
- Question 12) To start mail merge select the start mail merge option on _____ tab.
(a) Mailing (b) Insert (c) Review
- Question 13) Enter the address information in the _____ list dialog box.
(a) New address (b) Mail Merge Wizard (c) address block
- Question 14) Click on '_____' to enter the details for the recipients.
(a) New entry (b) New address (c) New list
- Question 15) Using _____ one standard letter can be written and sent to all customers without having to manually add each name and address.
(a) Mail Merge (b) Address block (c) Recipient list
- Question 16) Mail merge document sends out bulk mail to specific people on your _____ list.
(a) Mailing (b) letter list (c) Address block
- Question 17) _____ can be used for storing the information that remains same for different letters.
(a) Main document (b) Merge document (c) Data list
- Question 18) The _____ is merged with the data source creates a third document called as the merge document.
(a) Main document (b) data list (c) letter
- Question 19) The information that remains same for every letter is present in _____.
(a) Main document (b) data list
- Question 20) Click on mailing >> Start mail merge >> step by step Start mail merge wizard>> _____ option to start mail merge.
(a) Letter (b) Main document (c) data list

Chapter – 5

- Question 1) A _____ program is a software package used to display information in the form of a slide show.
(a) Presentation (b) Professional
- Question 2) Microsoft power point 2010 has _____ main view.
(a) four (b) six
- Question 3) Normal view is the main _____ view.
(a) editing (b) writing
- Question 4) In _____ view we can write and design your presentation.
(a) Normal View (b) Slide Pane
- Question 5) _____ tab shows your slide text in outline form.
(a) Outline (b) Slide
- Question 6) In _____ tab we can easily rearrange, add or delete slides.
(a) Slides (b) Outline
- Question 7) In the _____ pane, below the slide pane, we can type notes that apply to the current slide.
(a) Notes (b) Outline
- Question 8) Slide sorter view gives you a view of your slides in _____ form.
(a) Thumbnail (b) Foot nail
- Question 9) _____ view makes it easy for you to sort or organize the sequence of your slides.
(a) Slide Sorter (b) Notes page view
- Question 10) _____ is also helpful in setting the slide transition.
(a) Slide Sorter view (b) Notes page view

- Question 11) Microsoft Power point is a _____ presentation program developed by _____.
 (a) Slide Show, Microsoft (b) Slide Show, Google
- Question 12) Microsoft power point program can be used on Microsoft and _____ operating system.
 (a) Multi User (b) Apple Macintosh
- Question 13) _____ is used to edit speaker notes.
 (a) Notes page view (b) Reading view
- Question 14) Master view include slide, Hangouts and _____ views.
 (a) Notes (b) Slide transition
- Question 15) _____ view store information about the presentation including background, color, font, effects, placeholders size and position.
 (a) Master (b) Notes page
- Question 16) _____ is used when you have extremely long presentations with lots of slides because it affects the look of your entire presentation.
 (a) Slide Master (b) Notes page
- Question 17) _____ view is used to view the presentation as a slide show that fits within the window.
 (a) Reading view (b) Slide Master
- Question 18) Press _____ key to start slide show.
 (a) F5 (b) F6
- Question 19) Click on _____ button at the bottom left of the window and the presentation will begin.
 (a) Slide Show (b) F5
- Question 20) The ability to move your object like text graphic, chart, logo in all direction of the slide is called _____.
 (a) Animation (b) Reherse Timing
- Question 21) _____ are the special visual effects that make the presentation more attractive.
 (a) Animation (b) Transition
- Question 22) _____ are the special effects that add visual interest to the slides.
 (a) Transitions (b) Animation
- Question 23) We can also apply transition affects in _____.
 (a) Slide Sorter view (b) Slide Show
- Question 24) Click the _____ tab to apply transition effects.
 (a) Transition (b) Animation
- Question 25) See a preview by clicking on _____ in the animation pane.
 (a) Play (b) Slide Show

Chapter – 6

- Question 1) _____ is a programming language for all, even for kids.
 (a) Programme (b) Scratch (c) games
- Question 2) _____ lets you to edit a sprite's costumes and sound.
 (a) Sprite editor (b) Scratch (c) games
- Question 3) Use _____ tool to copy the face colour.
 (a) Eyedropper (b) Erase (c) Fill
- Question 4) Use _____ tool to paste the colour in the empty area.
 (a) Erase (b) Fill (c) Eyedropper
- Question 5) _____ and _____ buttons are used to increase or decrease the size of image.
 (a) Grow and shrink (b) Glow and Shrink
- Question 6) _____ Moves the sprite forward the amount of steps in the direction the sprite is facing.
 (a) Move () steps (b) Turn () Degree
- Question 7) _____ Turns the sprite (Clockwise) the specified amount.
 (a) Turn () Degree (Clockwise) (b) Turn degree (Counter-clockwise)
- Question 8) _____ moves the sprite to the mouse pointer or another sprite.
 (a) Go to () (b) Chang x by () (c) Point Towards ()
- Question 9) _____ Shows the sprite.
 (a) Show (b) Hide (c) Next Costume
- Question 10) _____ Set the sprite's position to the amount.
 (a) Set x to () (b) Change x by () (c) Say y to
- Question 11) _____ The x position of the sprite.
 (a) X position (b) Direction (c) Y Position
- Question 12) _____ are the blocks that controls Sprites look.
 (a) Look block (b) Pen block (c) Control block
- Question 13) _____ Hides the sprite.
 (a) Hide (b) Show (c) Direction
- Question 14) _____ puts a sprite in the front.
 (a) Go To Front (b) Go back () Layers (c) Size
- Question 15) _____ change the sprite's size.
 (a) Size (b) Say () (c) Switch Costume to ()
- Question 16) _____ sets the sprite's size to the amount.
 (a) Set size to () % (b) Ser size by ()
- Question 17) _____ Layers changes the sprite's Layer value by the amount.
 (a) Go back () Layers (b) Clear Graphic effects
- Question 18) _____ A thought bubble appears over the sprite and will not go away over time.
 (a) Think () (b) Switch Costume to (c) Hide
- Question 19) _____ changes the sprite's costume to the specified one.
 (a) Switch Costume to (b) Next costume
- Question 20) _____ changes the sprite's / stage's costume / backdrop to the next one in the costume list.
 (a) Next costume (b) Switch costume

- Question 21) _____ blocks are the blocks that control sound and MIDI functions.
(a) Sound (b) Control (c) Looks
- Question 22) Set _____ Sets the volume to the amount.
(a) Volume to % (b) Tempo to () bpm (c) Volume to %
- Question 23) _____ are the blocks that control the pen.
(a) Pen block (b) Sound block (c) Control block
- Question 24) _____ are the blocks that control sprite.
(a) Control block (b) Pen block (c) Sound block
- Question 25) _____ stops the scripts chosen through the drop-down menu.
(a) Stop script (b) Wait until () (c) Forever

