

a. Taskbar _____ b. Start button c. System clock _____

13. On which side of the screen is the show desktop button located?

a. Left _____ b. Right c. None of these _____

14. MS word is a?

a. Word processor b. Hardware _____ c. Game _____

15. The save command is present under the?

a. File tab b. Home tab _____ c. View tab _____

16. This option under the file tab is used to open a saved file.

a. Save _____ b. Exit _____ c. Open

17. This option is used to exit MS word?

a. Save _____ b. Exit c. Save as _____

18. Click on this button if you want to close your file without saving it?

a. Save _____ b. doesn't save c. Save as _____

B. Fill in the blanks.

1. The **CPU, MONITOR, KEYBOARD AND MOSUE** are the four parts of a computer.
2. Hardware needs **Instructions** to work
3. We cannot touch **Software**
4. An **operating** system manages the working of a computer
5. Microsoft windows is a popular **operating** system
6. The background picture of the desktop is called as a **wallpaper**.
7. An **Icon** stands for a file, folder or program.
8. The long bar present at the bottom of the desktop is called **Task bar**
9. **MS word** is a word processor.
10. The **save** and **new** are two commands under the file tab.
11. The **document area** is the blank white space where we can type text.
12. The word window has **two** scroll bars.
13. **Microsoft windows** is an operating system.

14. The background picture of the desktop is called the **wallpaper**.
15. The long bar at the bottom of the desktop is called the **taskbar**
16. The start button is located at the bottom **left** corner of the taskbar.
17. Clicking on the start button displays a list of **programs**.

C. Match the columns. (with answer)

- | | |
|---------------|---|
| 1. Keyboards | Help to type words, numbers & character |
| 2. Speakers | Help to listen sound from computer |
| 3. Scanner | Input a page from a book |
| 4. CPU | Process data |
| 5. Microphone | Records Sound |

D. Match the columns. (with Answer)

- | | | |
|--------------|---|----------|
| 1. input | - | mouse |
| 2. output | - | monitor |
| 3. Hard copy | - | Printer |
| 4. MS Paint | - | Software |
| 5. Ribbon | - | Tabs |

E. Read the clues and circle the correct answers.

1. Shikha made a drawing. The output can be seen on a (**Monitor** / Speaker).
2. Gigi wants to print a letter. The output will be given by a (**Printer** / Mouse).
3. Misha wants to add 7 and 10. The processing will be done by a (**CPU** / Monitor).

F. Give two examples of the following.

- | | | |
|---------------------------------|-------------------|---------------------|
| 1. Operating systems | <u>MS windows</u> | <u>Linux</u> |
| 2. Parts of a desktop | <u>Title bar</u> | <u>Start button</u> |
| 3. Desktop icons | <u>Files</u> | <u>Folder</u> |
| 4. Parts of the MS word windows | <u>Ribbon</u> | <u>Title bar</u> |
| 5. Tabs on the Ribbon | <u>File</u> | <u>Home</u> |

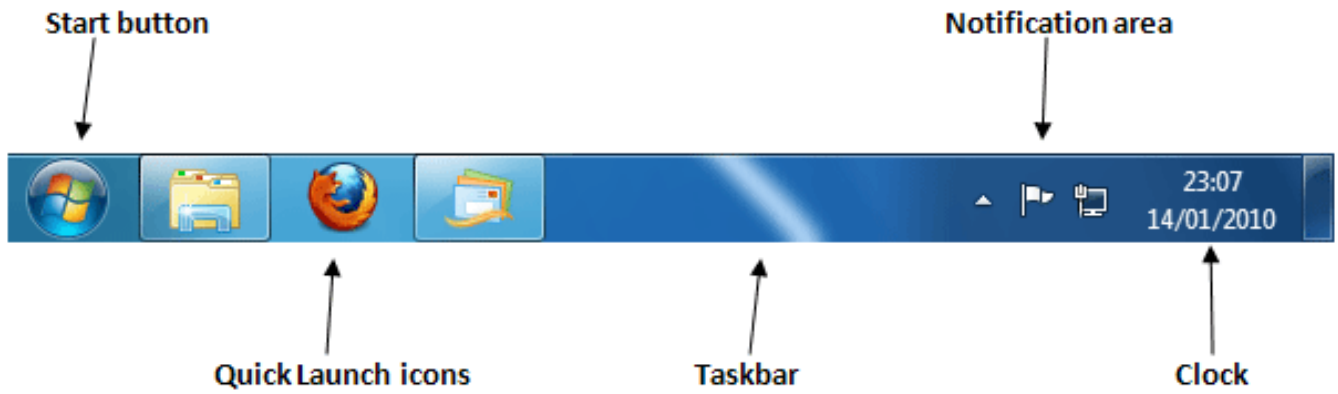
G. Write T for true and F for False.

- | | |
|--|----------|
| 1. MS paint is a word processor. | F |
| 2. The ribbon has three parts-Files, tabs and groups. | T |
| 3. The file tab is the first tab on the ribbon. | F |
| 4. The status bar is present at the bottom of the word window. | T |
| 5. The vertical scroll bar is on the left side of the word window. | F |

H. Complete the steps to save a file in MS word.

1. Click on the file tab.
2. Click on save.
(The save as dialog box appears)
3. Type a File name.
4. Click on the Save button.

I. Label the parts of the taskbar.



J. Label the parts of the windows screen.



K. Colour the cloud blue for the things that you can touch, and colour the clouds green for the things that you cannot touch.

TV set

Music

Music
player

Keyboard

Cartoon
show

CD