



A. Rearrange the letters to get the names of some input devices.

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|----------------|---------------|
| 1. TOUCHSCREEN | 4. SCANNER |
| 2. TOUCHPAD | 5. WEBCAM |
| 3. JOYSTICK | 6. MICROPHONE |

B. Tick (✓) the correct answer.

1. Which of the following is an input device?
a. Plotter _____ b. Touchpad
c. Printer _____ d. Projector _____
2. Which of the following is display screen?
a. Touchscreen b. Touchpad _____ c. Projector _____ d. Plotter _____
3. Which of the following mostly used play games?
a. Touchscreen _____ b. Touchpad _____
c. Joystick d. Printer _____
4. Which of the following is not an output device?
a. Printer _____ b. Scanner _____
c. Speaker d. Projector _____
5. Which of the following device prints large maps and banners?
a. Printer _____ b. Scanner _____
c. Plotter d. Projector _____
6. Which of the following is used to go to your computer's programs, folders and settings?
a. Start menu b. All programs _____
c. Taskbar _____ d. Notification area _____
7. Which of the following are small pictures present on the desktop?
a. Folders _____ b. Files _____ c. Icons d. Programs _____
8. Which of the following act as a dustbin for a computer?
a. Computer _____ b. Recycle Bin
c. Notification area _____ d. Taskbar _____

9. Which of the following is a container for storing files?

- a. File _____
- b. Folder
- c. Start Menu _____
- d. Recycle Bin _____

10. What will you do to open a file?

- a. Double click on it
- b. Right click on it _____
- c. Left click on it _____
- d. Copy it _____

11. Making the changes to the text in a document is called?

- a. Editing
- b. Selecting _____
- c. Copying _____
- d. Pasting _____

12. Triple-clicking anywhere on the selection bar selects?

- a. a word _____
- b. a line of text _____
- c. the entire document
- d. a paragraph

13. To select text till the end of the line, press

- a. CTRL + A _____
- b. SHIFT + END
- c. SHIFT + HOME _____
- d. CTRL + C _____

14. CTRL + Y is the shortcut for?

- a. Undo _____
- b. Redo
- c. Copy _____
- d. Paste _____

15. The command used to select text at both the location is

- a. Copy _____
- b. Cut _____
- c. Undo _____
- d. Paste

16. Which of the following is not font?

- a. Shadow
- b. Comic sans MS _____
- c. Times New Roman _____
- d. Calibri _____

17. Which button is used to decrease the size of a font?

- a. B _____
- b. A _____
- c. C _____
- d. None of these

18. Shadow, reflection and glow are examples of

- a. Text effects
- b. Text highlight _____
- c. Font colour _____
- d. Fonts _____

19. Which option is used to make the text look slanted?

- a. **B** _____ b. *I* ✓
c. U _____ d. all of these _____

20. Which option aligns selected text to both the left and right edges of a page?

- a. Centre _____ b. Align text left _____
c. Justify _____ d. none of these ✓

C. Write T for True or F for false.

1. A keyboard is an output device T
2. A touchpad is an input device found on laptops and some keyboards T
3. A graphics tablet helps you to draw with a pencil F
4. A scanner is used to input printed text or pictures into a computer T
5. Many desktop computers and laptops have a built-in webcam T
21. The operating system is the first program to be installed in to a new computer. T
22. The start menu displays a list of icons. F
23. The long bar present at the bottom of the desktop is called the taskbar. T
24. The notification area is located on the left side of the taskbar. F

D. Fill in the blanks.

1. You touch me with your fingers to give instructions. I am a **Touchscreen**.
2. I am used to draw using a pen. I am a Graphic **tablet**
3. I am the best quality printer. I am a **Laser printer**.
4. I display text, images, and videos on a screen. I am a **Webcam**
5. The **Start** menu is also used to shut down the computer
6. The long bar present at the bottom of the desktop is called the **Taskbar**
7. The **Notification** area is located on the right side of the taskbar.
8. A **folder** helps to store files and other folders.
9. Selected text is highlighted in **Blue**

10. The mouse pointer is in the shape of an **I** inside the document area
11. In the **over type** mode, the text you type replaces the existing text.
12. To delete a paragraph, select it and press either the delete key or the **Backspace** key.
13. The copy and **Paste** commands are used to copy text
14. The font group is found on the **home** tab.
15. Each letter, number or symbol used in a text document is called a **character**.
16. Click on the **underline** button to draw a line under text.
17. There are **four** alignment options by which you can align text.
18. The **justify** alignment option aligns selected text to both the left and right edges of the page.

E. Number the steps correctly to create a new file.

1. Choose the location in the left pane of the dialog box, where you want to save the file. **5**
2. After completing your work, click on file and then on save. **3**
3. Open Ms word. it starts with a blank page. **1**
4. Start typing text on the blank page. **2**
5. Type the file name in the file name box. **6**
6. Click on save. Your file is now saved. **7**
7. The save as dialog box appears. **4**

F. One-word answer.

- | | |
|---|-----------------------|
| 1. Making changes to the text in a document | <u>Editing</u> |
| 2. the default mode in word for working with text | <u>Insert</u> |
| 3. the command to cancel the last action done in the document | <u>Undo</u> |
| 4. the tab with the copy and paste commands | <u>Home</u> |

G. Name the keys you will press to select the following.

1. Text till the end of the lines **SHIFT + END**
2. Text till the beginning of the line **SHIFT + HOME key**
3. The entire document **CTRL + A**
4. One character to the right of the cursor **SHIFT + RIGHT ARROW key**
5. Text till one-line down **SHIFT + DOWN ARROW key**

H. Correct the statement.

1. Changing the appearance of text is called **formatting.**
2. Each letter, number or symbol used in a text document is called **a character.**
3. The font size box helps to change **a size of font.**
4. You can apply text effects by using **the font group.**
5. The format painter button is available in **the clipboard.**

I. Match the columns.

- | | |
|--------------------|----------------------------------|
| 1. Touchpad | a. Maps |
| 2. Plotter | b. Quick Launch icons |
| 3. Taskbar | c. Input device |
| 4. Selection bar | d. Quick Access toolbar |
| 5. Undo command | e. Font |
| 6. Times New Roman | f. Space to the left of the text |

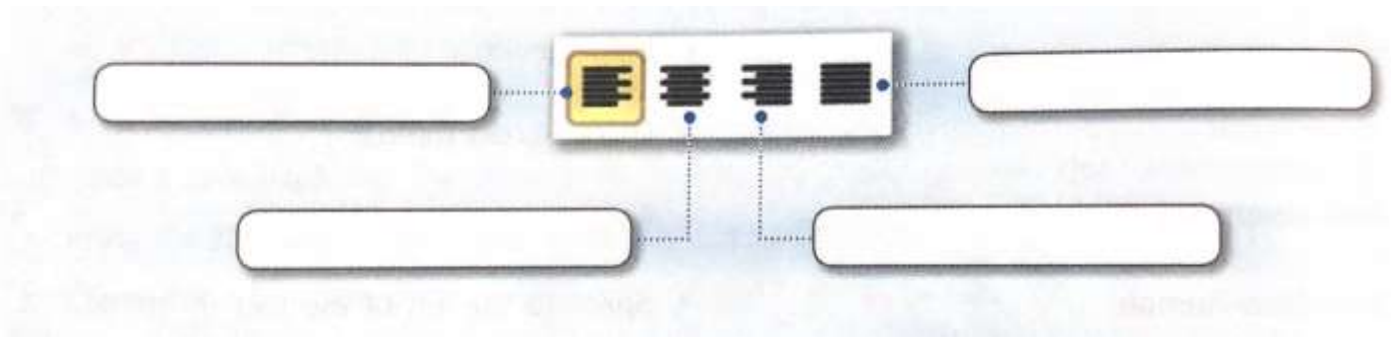
J.

Match the columns.

- | | |
|------------------|-------------------------------------|
| 1. Title bar | a. first tab on the Ribbon |
| 2. Ribbon | b. at the bottom of the Word window |
| 3. File tab | c. at the top of the Word window |
| 4. Document area | d. contains tabs and groups |
| 5. Status bar | e. blank white space |



K. label the options on the given picture .



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