



1. Fill in the blanks.

1. We press Enter key to send the cursor to the new line.
2. To type today's date, you will use Number key.
3. The bar at the bottom of the screen is called Taskbar.
4. The manager of a computer is its Operating System.
5. The small pictures that you see on the screen are Icons.
6. The first screen on your computer is called Desktop.
7. MS word was formerly known as Multi-Tool word.
8. Cursor is the blinking line on the Work Area.
9. The Ribbon displays tabs, such as Home, Insert and Page Layout.
10. To enter text in MS word text box is used.
11. You can draw circles in Paint by using the Oval tool.
12. The other name for drawing area is Canvas.

2. Write the number of the given keys on the keyboard.

1. Number keys 10
2. Enter keys 2
3. Shift keys 2
4. Function keys 12
5. Alphabet keys 26
6. Spacebar key 1

3. Match the keys names.

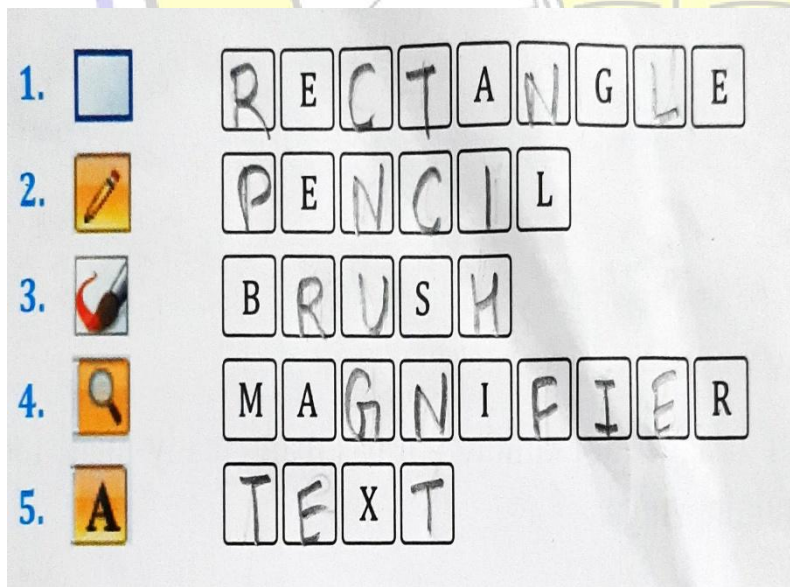
- | | | |
|---------|---|-------|
| 1. Caps | - | lock |
| 2. Back | - | space |
| 3. En | - | ter |
| 4. Del | - | ete |
| 5. Num | - | eric |

6. Sh - ift
7. Alpha - bet

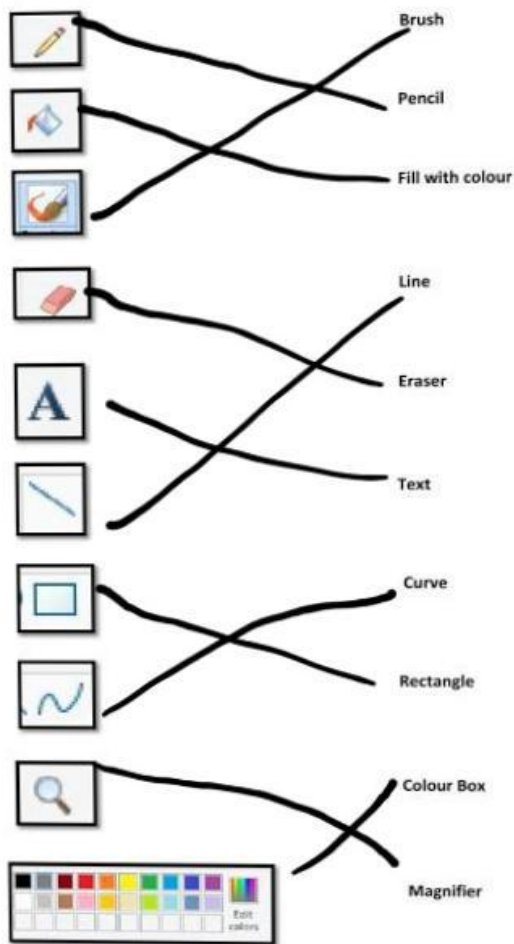
4. Rewrite the jumbled words.

1. DESPTOK - DESKTOP
2. OCINS - ICONS
3. WPAPALLER - WALLPAPER
4. RABSKAT - TASKBAR
5. SRTAT - START
6. BBIORN - RIBBON
7. ESAV - SAVE
8. AINTP - PAINT
9. SORCUR - CURSOR
10. OWRRA - ARROW
11. ONTTUB - BUTTON
12. SLOCE - CLOSE

5. Look at the picture and fill to make correct name.



6. Match the Paint tool with their name.



7. Tick the correct answer.

- a) Which key is the longest key on the keyboard?
 a) Enter b) Caps Lock c) Spacebar (✓)
- b) Which key is used to write the upper row characters ?
 a) Enter b) Shift(✓) c) Cursor
- c) Pressing the left mouse button once is called
 a) Clicking (✓) b) Commands c) Double – clicking
- d) The background picture that we see on our desktop is
 a) Icon b) Wallpaper (✓) c) taskbar
- e) The start button is located on the
 a) Desktop b) Taskbar(✓) c) Title bar
- f) Microsoft Window is the most commonly used operating system
 a) True (✓) b) False c) can't say
- g) To open MS Word 2007 , first click on
 a) Accessories b) Start Button(✓) c) All programs
- h) The blue bar at the top of the MS Word window is :
 a) Title Bar(✓) b) Scroll Bar c) Status Bar
- i) Save option is present in.
 a) Home button b) Office Button (✓) c) View Button

j) Paint is the computer program for :

- a) Watching movies b) drawing and colouring(✓) c) playing game

g) In which group is the pencil tool present ?

- a) Tool (✓) b) Shapes c) Colours

h) In which group is the Oval tool present ?

- a) Tools b) Shapes (✓) c) Colours

8. Answer the following.

1) Name different types of keys on the keyboard?

Ans:- Alphabet keys, number keys, enter keys, space bar keys , etc.

2) List the functions of a mouse.

Ans :- The function of a mouse are clicking, Single click, Double click , Right click, Drag and drop.

3) What do you mean by booting?

Ans :- A booting is the process of starting a computer.

4) Name some of the Microsoft Windows.

Ans:- Window 8, Window 10

5) What are Icons ? Give two example.

Ans :- The small pictures on the desktop e.g. My Computer , My document.

6) What is a cursor ?

Ans. Cursor is the blinking vertical line in the work area.

7) What is the work area ?

Ans. Work area is the area where we type the text.

8) What is the use of quick access toolbar?

Ans. Quick access toolbar is used to access the tool quickly.

9) Give the steps to close Paint program.

Ans. 1) Click on Paint Button.

2) Click on exit option.

10) Which button is used to start a new drawing?

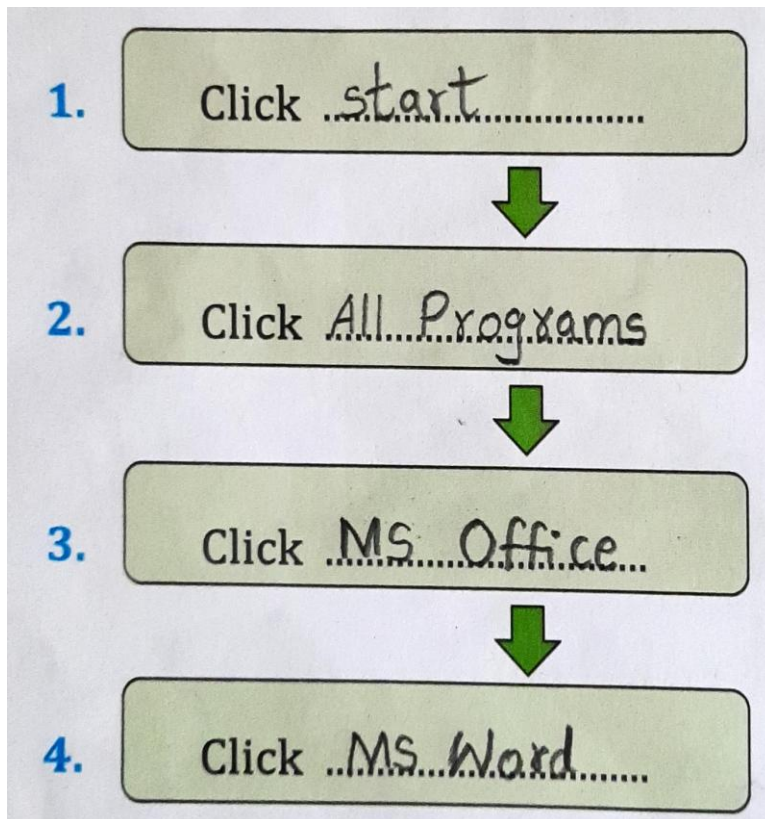
Ans. New Button

11) Name the tool that is used to erase the drawing?

Ans. Eraser tool

9. Complete the following steps.

1. Open MS Word



2 Save a File

