

REVISION WORKSHEET FOR SA1 (SESSION 2013-14)

CLASS – IX

SUBJECT-COMPUTER

A. MCQ:

1. In a document , sachin has to change all the occurrence of the word 'Calcutta' with 'Kolkata' which one of the following options is most appropriate to do the task:
a) Copy & paste b) Find & replace c) Cut & paste d) All of the above
2. Rahul is typing his computer project on "Virus prevention" using word processing software. He wants to add the text at the top of each page. Which option he should use:
a) Footer b) Header c) Watermark d) Bullets
3. Which of the following actions can be performed using the Page setup option of a word processor tool?
a) Margins b) Paper size c) Page Orientation d) All of the above
4. A bank cheque or draft generally contains a specially printed number in it, which of the following technique is used to read the special characters
a) MICR b) OCR c) OMR d) Light Pen
5. Which of the following is GUI based operating system
a) MS DOS b) UNIX c) Windows 3.1 d) Windows Vista

B. True or false:

1. Permanent memory contents are not lost when power is lost.
2. WinZip is an encryption tool.
3. Disk defragmenter is a disk utility software.
4. Scanner is used to capture the digital copy of your certificates.
5. Database management is not one of the functions of the operating system.

C. Brief Answers:

1. What do you mean by previewing a document in Ms Word?
2. How are tables of Writer useful?
3. What do you mean by the term orientation?

D. Definition:

1. Formatting
2. Interspace