Class III COMPUTER SCIENCE WORKSHEET – Chapter 5 (Oct – Nov 2013-2014)

Note: Syllabus for Unit Test (FA3-December 2013) \rightarrow Chapter 5 (MCQ)

CHAPTER 5:

<u>1. Identify the parts of the MS Paint window given below:</u>



Q2. Identify the tools given below:



Q3. Fill in the blanks:

- 1. To open Paint program click on Start > All Programs > _____ > Paint.
- 2. ______ tool is used to select a colour from an existing object and fill it in another object.

- 5. _____ tool is used to type text in the drawing area.
- 6. ______ is used to used to erase a part of a drawing.
- 7. ______ is used to fill colour in a closed object.
- 8. _____ and _____ are the two tabs in the Paint window.
- 9. _____ button is used to change the thickness of a line.
- 10. _____ button shows the background colour.
- 11. _____ button shows the foreground colour.
- 12. _____ tool is used for free-hand drawing.
- 13. _____ tool is used to look the picture in the magnified form.
- 14. ______ tool is used to rotate or turn the selected picture horizontally or vertically.
- 15. _____ means to increase the view size of the object on the screen in any ratio.

Q4. Write the keyboard shortcuts for the following:

- 1. To open a new file _____
- 2. To open an existing file or drawing _____
- 3. To save a file or drawing _____
- 4. Undo _____
- 5. Redo _____
- 6. To add ruler _____

CHAPTER 7:



Q5. Identify the parts of the MS Word 2007 window given below:

Q6. Identify the components of MS Word 2007

- 1. MS Word displays ______ window and ______ window.
- 2. The ______ window helps the user to communicate with the MS Word program.
- 3. The ______ window is used for typing, editing and formatting the text.
- 4. The ______ displays the name of the current document and application.
- 5. ______ toolbar provides access to commands we frequently use.
- 6. The area where you can type, edit and format the text is called ______ area.
- 7. ______ is the parent software of MS Word.
- 8. ______ is the default name for a blank document.

<u>Q7. Write the keyboard shortcuts for the following:</u>

- 1. To print file ______
- 2. To exit MS Word _____
- 3. To close a document _____
- 2. To open an existing file _____
- 3. To save a file _____

<u>Q8. Answer the following:</u>

- 1. Write the steps to open an existing file?
- 2. Write any two methods to save a file?
- 3. Which scrollbar allows you to move up and down in a document?
- 4. Which toolbar provides you with access to commands which you frequently use?
- 5. What is the use of Application window and Document window?

ANSWERS

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CHAPTER 5:



Q2. Identify the tools given below:



Q3. Fill in the blanks:

- 1. To open Paint program click on Start > All Programs > <u>Accessories</u> > Paint.
- 2. <u>Color Picker</u> tool is used to select a colour from an existing object and fill it in another object.
- 3. <u>Rectangular</u> selection tool is used select any square or rectangular part of the picture.
- 4. Free form selection tool is used select any irregularly shaped part of the picture.
- 5. <u>Text</u> tool is used to type text in the drawing area.
- 6. Eraser tool is used to used to erase a part of a drawing.
- 7. <u>Fill with color tool</u> is used to fill colour in a closed object.
- 8. <u>Home</u> and <u>View</u> are the two tabs in the Paint window.
- 9. <u>Size</u> button is used to change the thickness of a line.
- 10. <u>Color 2</u> button shows the background colour.
- 11. <u>Color1</u> button shows the foreground colour.
- 12. Pencil tool is used for free-hand drawing.
- 13. <u>Magnifier</u> tool is used to look the picture in the magnified form.
- 14. Rotate tool is used to rotate or turn the selected picture horizontally or vertically.
- 15. Zoom means to increase the view size of the object on the screen in any ratio.

Q4. Write the keyboard shortcuts for the following:

- 1. To open a new file $\underline{Ctrl + N}$
- 2. To open an existing file or drawing $\underline{Ctrl} + \underline{O}$
- 3. To save a file or drawing $\underline{Ctrl + S}$
- 4. Undo $\underline{Ctrl + Z}$
- 5. Redo $\underline{Ctrl + Y}$
- 6. To add ruler $\underline{Ctrl + R}$

CHAPTER 7:



Q5. Identify the parts of the MS Word 2007 window given below:

Q6. Identify the components of MS Word 2007

- 1. MS Word displays Application window and Document window.
- 2. The Application window helps the user to communicate with the MS Word program.
- 3. The <u>Document</u> window is used for typing, editing and formatting the text.
- 4. The <u>title bar</u> displays the name of the current document and application.
- 5. Quick Access toolbar provides access to commands we frequently use.
- 6. The area where you can type, edit and format the text is called working area.
- 7. <u>MS Office</u> is the parent software of MS Word.
- 8. Document 1 is the default name for a blank document.

Q7. Write the keyboard shortcuts for the following:

- 1. To print file $\underline{Ctrl + P}$
- 2. To exit MS Word Alt + F4
- 3. To close a document Ctrl + W
- 4. To open an existing file $\underline{Ctrl} + \underline{O}$
- 5. To save a file $\underline{Ctrl + S}$

Q8. Answer the following:

1. Write the steps to open an existing file?

Ans: Select Open option from the Office button. Select the document name from the Open dialog box and then click on the Open button. The selected file will be opened.

2. Write any two methods to save a file?

Ans: Method 1: Click on the Save button on the Quick Access toolbar. Save As dialog box will be opened. Type the filename in the filename box and click on the Save button.

Method 2: Click on the Office button and select the Save option. Save As dialog box will be opened. Type the filename in the filename box and click on the Save button.

3. Which scrollbar allows you to move up and down in a document?

Ans: Vertical scroll bar

4. Which toolbar provides you with access to commands which you frequently use?

Ans: Quick Access toolbar

5. What is the use of Application window and Document window?

Ans: Application window helps the user to communicate with the MS Word program. The Document window is used for typing, editing and formatting the text.