## SECTION – A

**Q-I    Fill in the blanks by choosing the correct option.**

1.  A DVD is an _____.
    a) optical disc          b) input device          c) output device

2.  Secondary memory is also known as a _____ memory.
    a) external          b) internal          c) none of the above

3.  The smallest unit for measurement of data in a computer is called a_____
    a) binary          b) bit          c) megabyte

4.  Which is the largest memory unit for measurement of data in a computer?
    a) KB          b) MB          c) TB

5.  In MS Word, you can add _____ inside the shapes or callouts.
    a) videos          b) text          c) none of the above.

6.  Changing the size or shape of an image to better suit your document is known as

    _____ in MS Word.
    a) copying          b) deleting          c) formatting

7.  _____ option is used to create a heading for a poster in MS Word.
    a) WordArt          b) ClipArt          c) Picture Styles

8.  The _____ refers to the placement of the text in a document in relation
    to the margins of the MS Word.
    a) bold          b) alignment          c) format

9.  What is the default alignment of the text in MS Word?
    a) Left          b) Right          c) Center

10. The content placed in the _____ section appears at the top of every page in a
    word document in MS Word.
    a) Header          b) Footer          c) Page border

## SECTION-B

**Q- II    Rewrite the following statements by replacing the underlined words.**

1.  We can record on **CD-R** more than one time.
2.  **RAM** stands for Read Only Memory.
3.  We can create decorative text using the **Clip Art** feature in MS Word.
4.  The smallest unit for measurement of data in a computer is called **byte**.
5.  **Justify** places the selected text in line with the right margin in MS Word.
6.  The **Column Spacing** is the blank space between paragraphs in a document of
    MS Word.
7.  **CTRL+E** is the shortcut key used to underline a text in MS Word.
8.  The **insert** option is used to save a document in MS Word.

**Q-III  Match the following.**

| Sr. No. | Column A | Sr. No. | Column B |
|---|---|---|---|
| 1. | Random Access Memory | A. | Pen drive |
| 2. | Storage device | B. | CTRL+2 |
| 3. | A rectangular box that you can add to a document. | C. | Picture style |
| 4. | Provide style to picture in MS Word | D. | A Footer in MS Word |
| 5. | Double spaced lines in MS Word | E. | RAM |
| 6. | It displays the page number at the bottom of the document. | F. | Textbox |
| 7. | It allows to make pictures smaller or bigger | G. | Resizing |

1. ___  2. ____  3. ____  4. ___  5. ____  6. ____  7. ____

**Q-IV  Who am I ?**

| | | |
|---|---|---|
| 1. |  | It is a removable device that is connected to a computer through a USB connector. |
| 2. |  | A storage device that is commonly used in digital cameras and mobile phones to store images, videos, music and other data. |
| 3. |  | A portable device which is also called a flash drive. |
| 4. |  | I look like a CD, but can hold much more information. |
| 5. |  | I have limited capacity and data is lost when power is switched off. |

**Q-IV  Write the shortcut keys for the following in MS Word.**

1. To print the document.
2. To add single spaced lines in paragraph.
3. To add a double spacing between lines in a paragraph.
4. To open an existing document.
5. To align the text to the right.

**SECTION-C**

**Q-V  Answer the following questions.**

1. What are the two types of Compact Discs (CD)?
2. What is a Clip Art in MS Word?
3. How is data different from information?
4. Define Find and Replace option in MS Word.

ANSWER KEY
## SECTION – A

**Q-I** **Fill in the blanks by choosing the correct option.**

1. a) optical disc    2. a) external    3. b) bit

4. c) TB    5. b) text    6. c) formatting

7. a) WordArt    8. b) alignment    9. a) Left

10. a) Header

## SECTION-B

**Q- II** **Rewrite the following statements by replacing the underlined words.**

1. We can record on **CD-W** more than one time.
2. **ROM** stands for Read Only Memory.
3. We can create decorative text using the **WordArt** feature in MS Word.
4. The smallest unit for measurement of data in a computer is called **bit**.
5. **Right** places the selected text in line with the right margin in MS Word.
6. The **Line Spacing** is the blank space between paragraphs in a document of MS Word.
7. **CTRL+U** is the shortcut key used to underline a text in MS Word.
8. The **Save AS** option is used to save a document in MS Word.

**Q-III** **Match the following.**

**Ans:** 1-E    2-A    3-F    4-C    5-B    6-D    7-G

**Q-IV** **Who am I ?**

**Ans** 1 - External Hard disk   2- Memory Card   3- Pen Drive  4. DVD   5.  RAM

**Q-IV** **Write the shortcut keys for the following in MS Word.**

1. **Ctrl + P**   2. **Ctrl + 1**   3. **Ctrl + 2**   4. **Ctrl + O**   5. **Ctrl + R**

## SECTION-C

**Q-V** **Answer the following questions.**

1. CR-R, CD-W  (per example – 1M)

2. It is collection of pictures or images that can be imported into a document.

3. **Data**: Data means raw facts or numbers. Eg. 85, 90, 78
   **Information**: Information is when data is processed and analyzed to make it meaningful and useful.  Eg. I am 9 years old.

4. The Find and Replace feature in MS Word is used to replace the unwanted word or phrase from the entire document with another word.