ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Second Term Exam- 2018

Subject: Computer Science   Class: 3-A, B ,C   F.M.:40

Duration: 1hr 30 mins.   Date: 28/07/18

Marks will be deducted for untidy work, spelling mistakes and work not done in a systematic manner.

Group – A

1. Fill in the blanks:-   1×5=5

    i.   The default file name extension of a MS Word 2010 document is _____.

    ii.   _____ saves the current document without changing old name.

    iii. An icon can be opened by _____ clicking on it.

    iv.   _____ and mouse are the commonly used input devices.

    v.   _____ shortcut key is used to create a new document.

2. Tick (√) the correct statements and cross (x) out the incorrect ones:- (Copy the question)
                                                                           1×5=5

    i.   The Ctrl and C keys are pressed together to copy text - _____

    ii.   There are Eight (8) tabs on the MS Word Ribbon- _____

    iii. Dot Matrix printers are the most advanced printers- _____

    iv.   In GUI, I stands for Income- _____

    v.   Ruler is not present in a Title Bar- _____

Group – B

3. Answer the following questions:-   (12)

    i.   Name the three Power Modes of a Computer.   1+1+1=3

    ii.   What is Editing? Name a shortcut key to select the whole document?   2+1=3

    iii. Draw and label the components of a MS Word 2010 window.   1+1= 2

         a) Ribbons   b) Document Area

    iv.   How is a Scroll Bar helpful? Name the two Scroll bars and its function?   1+1= 2

    v.   What is the difference between Save and Save As commands of the MS Word?   1+1= 2

Group – C

4. Answer the following questions:- (18)

   i. How would you add and remove text in a given document ? 4

   ii. How is a Wallpaper different from a Screen Saver? 2+2= 4

   iii. Where is the Taskbar usually located? Explain Notification Area and Show desktop button

   Taskbar. 1+4= 5

   iv. How would you perform the following functions. 1+2+2= 5

   a) Exit MS Word.

   b) Create a Document.

   c) Save a Document.

Marks will be deducted for untidy work, spelling mistakes and work not done in a systematic manner.

Group – A

1. Fill in the blanks:-   1×5=5

   i.   The default file name extension of a MS Word 2010 document is .docx.

   ii.   Save saves the current document without changing old name.

   iii.   An icon can be opened by double clicking on it.

   iv.   Keyboard and mouse are the commonly used input devices.

   v.   Ctrl+N shortcut key is used to create a new document.

2. Tick (√) the correct statements and cross (x) out the incorrect ones:- (Copy the question)   1×5=5

   i.   The Ctrl and C keys are pressed together to copy text - √

   ii.   There are Eight (8) tabs on the MS Word Ribbon- √

   iii.   Dot Matrix printers are the most advanced printers- x

   iv.   In GUI, I stands for Income- x

   v.   Ruler is not present in a Title Bar- √

Group – B

3. Answer the following questions:-   (12)

   i.   Name the three Power Modes of a Computer.   1+1+1=3

   Ans-The three power modes of the Computer are as follows:-

   a) Shut Down

   b) Sleep and

   c) Hibernate.

   ii.   What is Editing? Name a shortcut key to select the whole document?   2+1=3
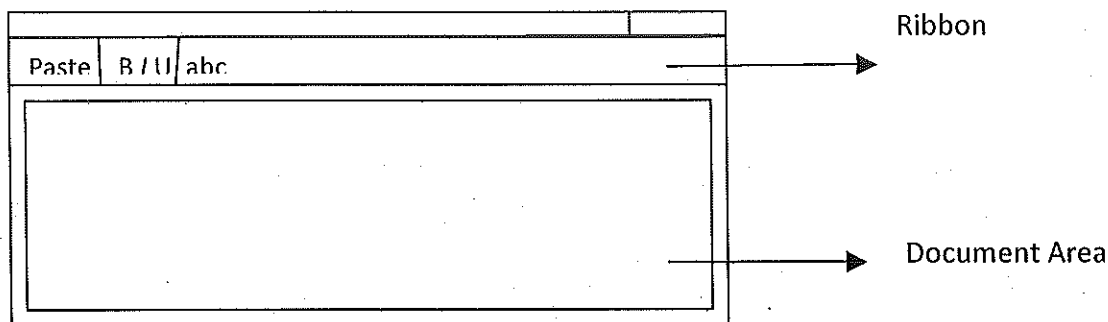
Ans- Editing is making changes and corrections in a document. It is done to rectify mistakes and to make the language and grammer in a document error free.

The shortcut key to select the whole document is Ctrl+A.

iii.   Draw and label the components of a MS Word 2010 window.   1+1= 2

a) Ribbons   b) Document Area

MS Word 2010 Window

iv.   Write the difference between Delete and Backspace?   1+1= 2

Ans-Delete key on the keyboard removes characters to the right of the cursor.

Backspace key removes the characters to the left of the cursor.

v.   What is the difference between Save and Save As commands of the MS Word?   1+1= 2

Ans: When you have finished working with your document, save it before you exit. You can later open this document and work on it.

If the document is being saved for the first time, these commands will open Save As.

Group – C

4. Answer the following questions:-   (18)

i.   How would you add and remove text in a given document ?   4

Ans:-To add a letter, a word or a sentence, you need to place the cursor at the desired location.

After positioning the cursor, add the text.

To remove the character Delete and Backspace buttons are used. Delete key to remove characters on the right and Backspace to the left of the cursor.

ii.   How is a Wallpaper different from a Screen Saver?   2+2= 4

Ans-A wallpaper is the background image or set of images displayed on a computer screen. A

screen save is a computer program that makes the screen blacks or shows a picture when

the computer is on but not being used.

iii.   Where is the Taskbar usually located? Explain Notification Area and Show desktop button

Taskbar.   1+4= 5

Ans-The taskbar is usually located at the botton of the desktop.

Notification area is present on the right hand side of the taskbar. It is also known as the system

tray. The icon present on Notification are are date, time, speaker and battery etc.

The small rectangular shaped button present on the extreme right of the taskbar is called Show

Desktop button or Aero Peek. Hovering over this button gives you a quick look at the desktop.

iv.   How would you perform the following functions.   1+2+2= 5

   a) Exit MS Word.
       Ans- Once you have finished working with the MS Word, you must close the MS Word
       application. To close press Close button or Alt+ F4.

   b) Create a Document.
       Ans-To create a document the steps are to be followed.
       Step1- Click on the New command in the File tab,
       Or Select the type of the document you want to create and press the Create Button.
       Or press Ctrl + N.

   c) Save a Document.
       Ans- When you have finished working with your document, save ir before you exit. You can
       later open this document and work on it.
       Step 1- Click on the Save Icon.
       Or press Ctrl + S.
       Or Click on Save in the File menu.