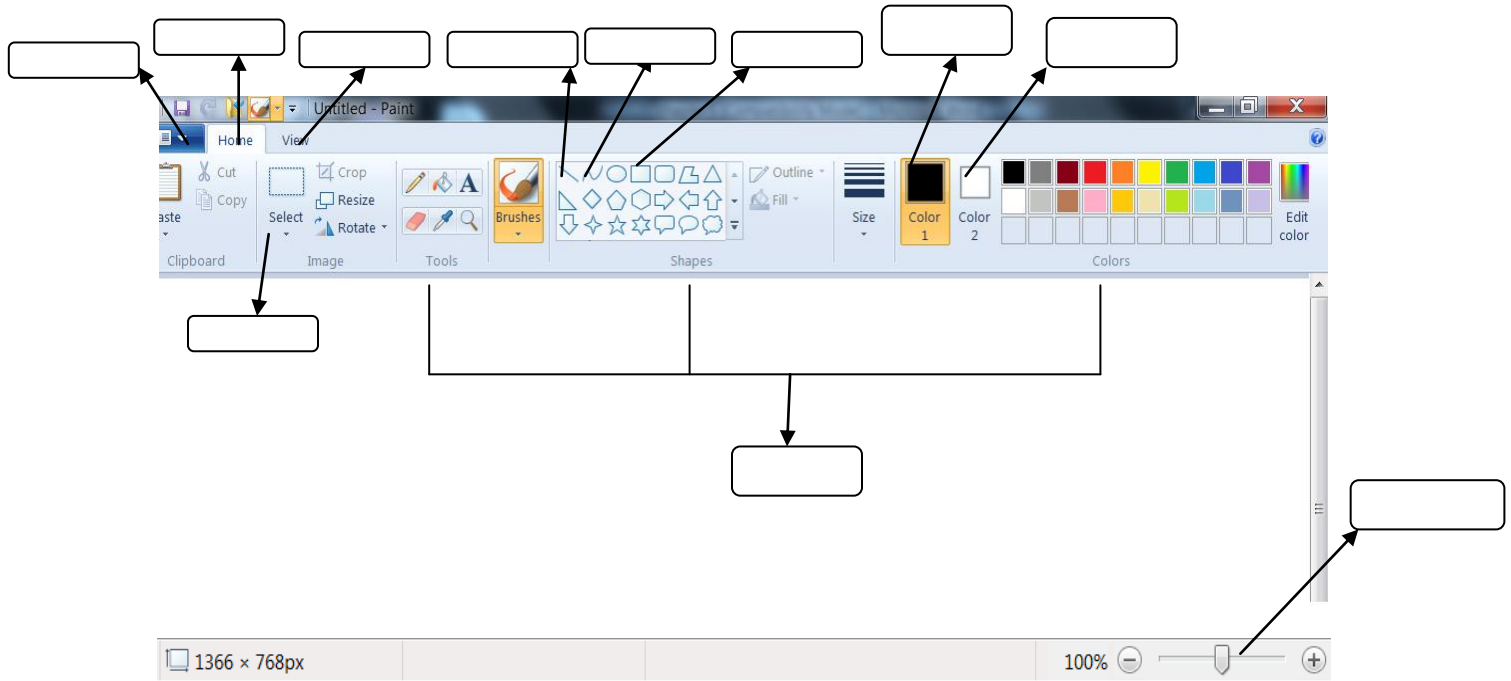


Class III COMPUTER SCIENCE WORKSHEET – Chapter 5 (Oct – Nov 2013-2014)

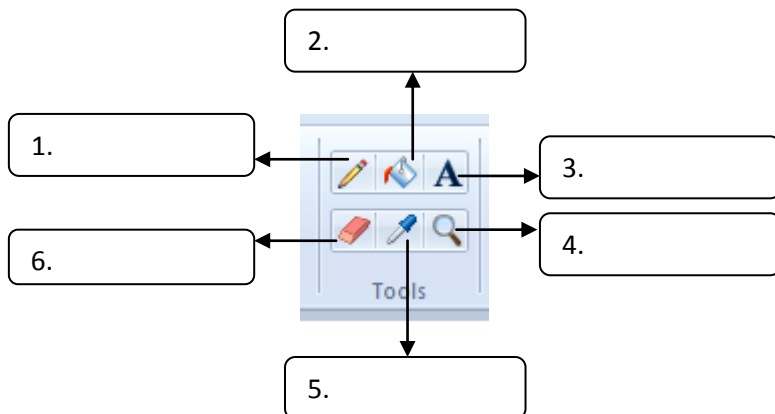
Note: Syllabus for Unit Test (FA3-December 2013) → Chapter 5 (MCQ)

CHAPTER 5:

1. Identify the parts of the MS Paint window given below:



Q2. Identify the tools given below:



Q3. Fill in the blanks:

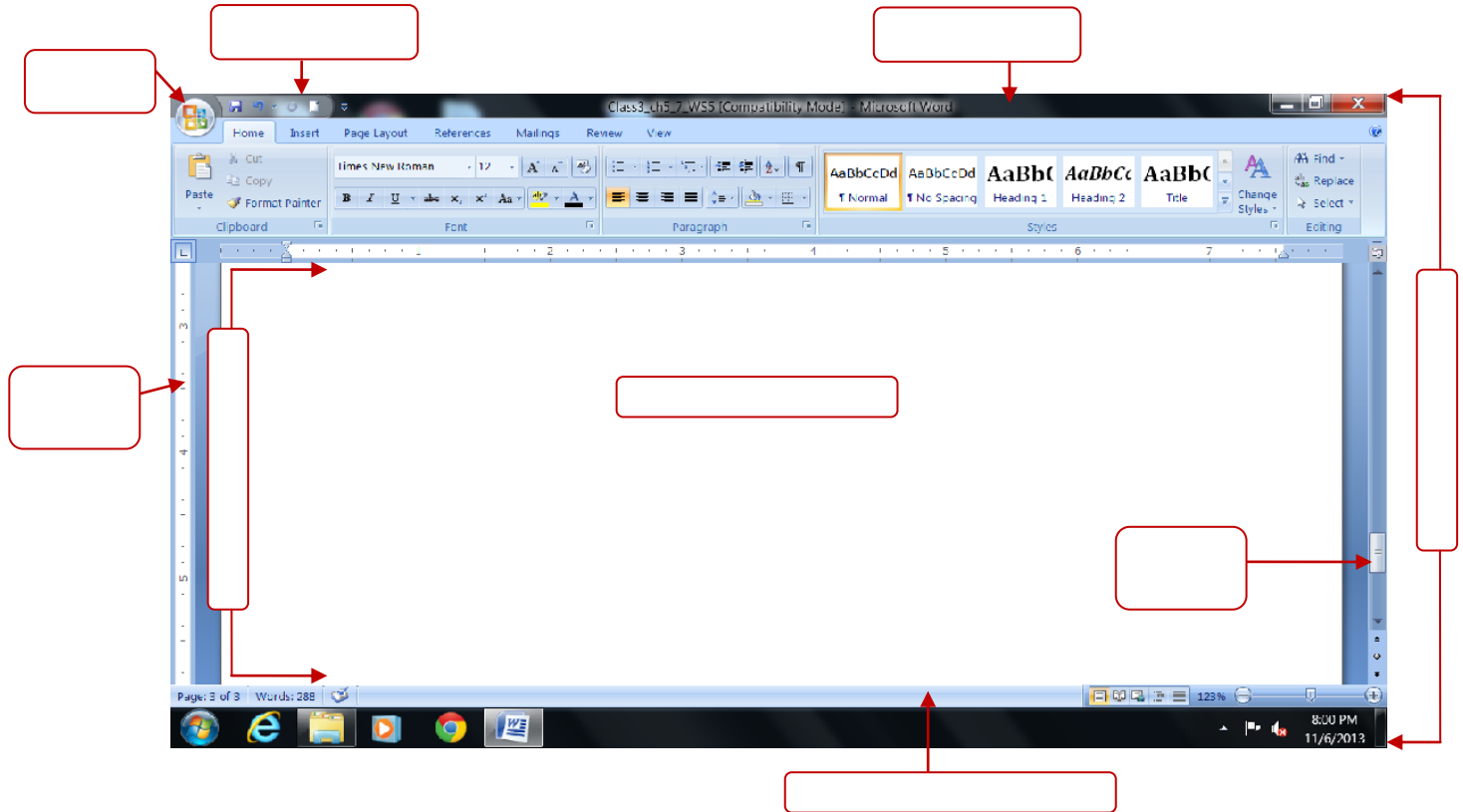
1. To open Paint program click on Start > All Programs > _____ > Paint.
2. _____ tool is used to select a colour from an existing object and fill it in another object.
3. _____ selection tool is used select any square or rectangular part of the picture.
4. _____ selection tool is used select any irregularly shaped part of the picture.
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.

Q7. Write the keyboard shortcuts for the following:

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 _____

Q8. Answer the following:

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?

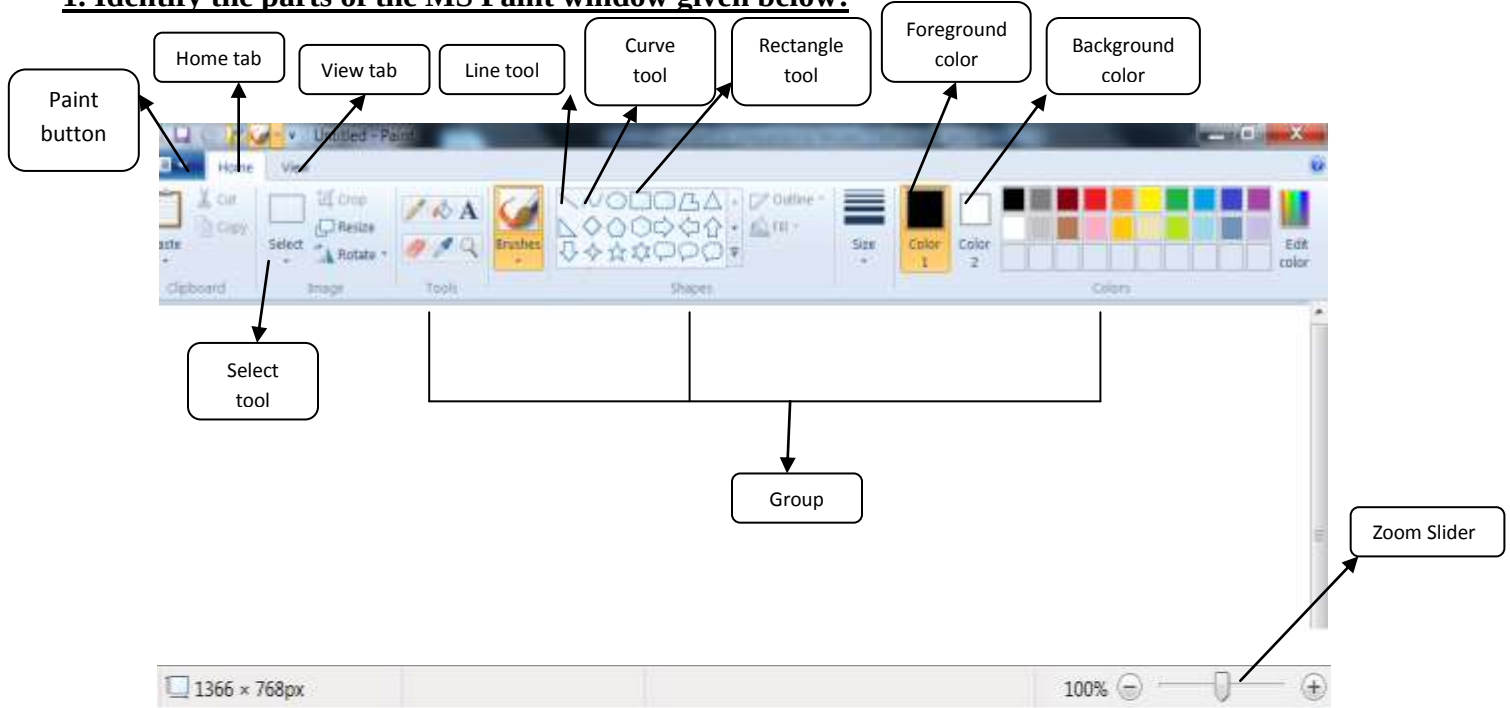
ANSWERS

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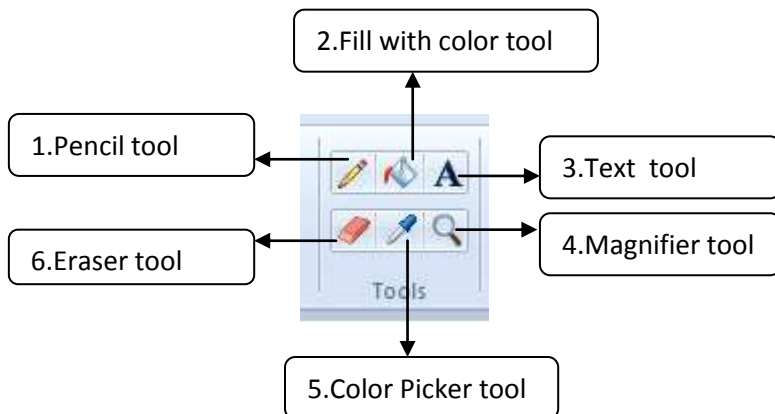
Note: Syllabus for Unit Test (FA3-December 2013) → Chapter 5 (MCQ)

CHAPTER 5:

1. Identify the parts of the MS Paint window given below:



Q2. Identify the tools given below:



Q3. Fill in the blanks:

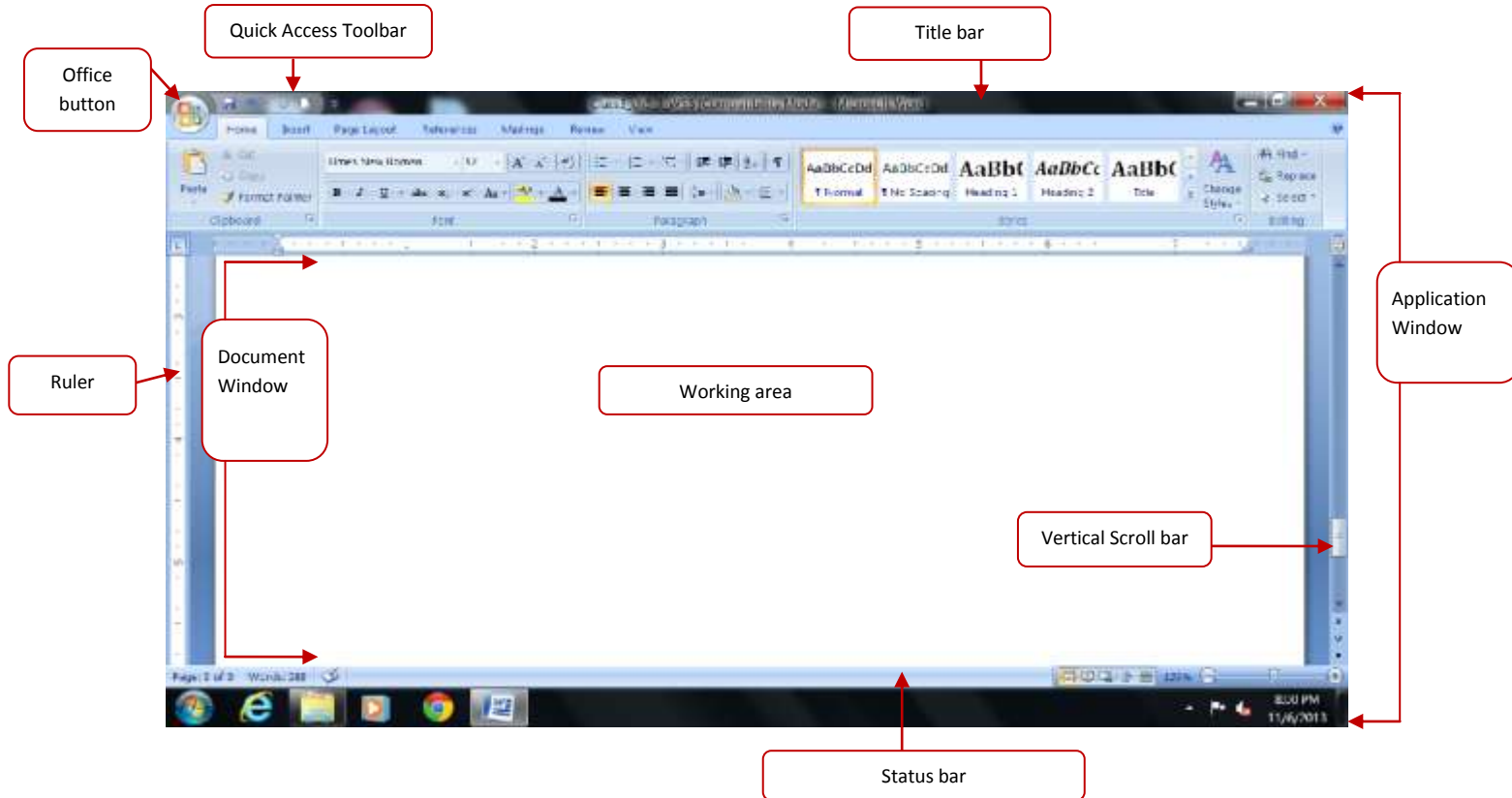
1. To open Paint program click on Start > All Programs > Accessories > Paint.
2. Color Picker tool is used to select a colour from an existing object and fill it in another object.
3. Rectangular selection tool is used select any square or rectangular part of the picture.
4. Free – form selection tool is used select any irregularly shaped part of the picture.
5. Text 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. Fill with color tool is used to fill colour in a closed object.
8. Home and View are the two tabs in the Paint window.
9. Size button is used to change the thickness of a line.
10. Color 2 button shows the background colour.
11. Color1 button shows the foreground colour.
12. Pencil tool is used for free-hand drawing.
13. Magnifier 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 Ctrl + N
2. To open an existing file or drawing Ctrl + O
3. To save a file or drawing Ctrl + S
4. Undo Ctrl + Z
5. Redo Ctrl + Y
6. To add ruler 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 Document window is used for typing, editing and formatting the text.
4. The title bar 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. MS Office 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 Ctrl + P
2. To exit MS Word Alt + F4
3. To close a document Ctrl + W
4. To open an existing file Ctrl + O
5. To save a file 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.