

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

A COMPUTER SYSTEM

A. Tick (✓) the correct option.

- Which part of the CPU is responsible for performing calculations?
 a. CU ☐ b. ALU ☐ c. MU ☐
- Which of the following is the result that we get on the computer?
 a. Input ☐ b. Output ☐ c. Storage ☐
- Computer works on the cycle.
 a. IPO ☐ b. FIFO ☐ c. None ☐

B. Fill in the blanks using the hints given below:

Hints: CPU, information, ALU, micro, hardcopy

- Desktop, laptop and tablet are computers.
- performs all the arithmetic calculations and logical operations.
- The memory of the stores data and instructions.
- The meaningful and organized form of data is called
- A printout of soft copy on paper is called the

C. Write 'T' for true and 'F' for false.

- CPU is made up of ALU, CU, and MU.
- Speakers are the storage device.
- Super Computer are the largest and fastest type of computers.
- Mainframe computer requires less space.

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GUI OPERATING SYSTEM—AN INTRODUCTION

A. Tick (✓) the correct option.

- Which of these is a system software?
 - Word ☐
 - Paint ☐
 - Operating System ☐
- Which of these software helps us to perform a specific type of job?
 - Application ☐
 - System ☐
 - None ☐
- Which of these looks like a manager of a computer system?
 - Hardware ☐
 - System Software ☐
 - Control ☐
- Which of these is an application software?
 - Paint ☐
 - Windows 7 ☐
 - Windows XP ☐
- Which of these is inside the CPU box?
 - Mouse ☐
 - DVD ☐
 - Hard disk ☐

B. Rearrange the letters to make the correct words.

- I W D S O N W
- O P R G A M R S
- O F W R E S T A
- S I N D E G S

C. Circle the odd one out.

- Paint

Word

Windows 10

Adobe Photoshop
- Mouse

Scanner

Keyboard

Windows XP

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WORD PROCESSOR—AN INTRODUCTION

A. Tick (✓) the correct option.

- _____ is used to enlarge and reduce the size of the window quickly and easily.
 - Status Bar ☐
 - Zoom Slider ☐
 - Rulers ☐
- To start a new document, select _____ option from the File tab.
 - New ☐
 - Open ☐
 - Save ☐
- Which of the following is a Processing Software?
 - Paint ☐
 - Word ☐
 - Excel ☐

B. Write 'T' for true and 'F' for false.

- The horizontal ruler appears at the top of the document ☐
- The shortcut key to print a document is Ctrl + P. ☐
- Ribbon is made up of words and text. ☐
- Title Bar shows the detailed information of the document, like page number, number of pages, lines, words, etc. ☐

C. Fill in the blanks using the hints given below:

- Click on the Print button on Quick Access Toolbar to (print / save) the document.
- Microsoft word is a/an (system / application) software.
- The (horizontal / vertical) ruler appears on the left of the document.
- Ribbon is made up of Tabs and (Groups / Tools) in MS Word.

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THE INTERNET—AN INTRODUCTION

A. Tick (✓) the correct option.

- http://www.google.com is an example of
 a. URL ☐ b. Access Code ☐ c. Server ☐
- What is Microsoft Edge?
 a. Website ☐ b. Icon ☐ c. Web browser ☐
- Which of these is not a Web browser?
 a. Mozilla Firefox ☐ b. Google Chrome ☐ c. Word ☐

B. Write 'T' for true and 'F' for false.

- Bing is an example of Web browser.
- You can send your homework to the teacher through Internet.
- You cannot send or receive e-mail messages on the Internet.

C. Fill in the blanks using the hints given below:

Hints: stop, collection, internet, world, main page

- WWW stands for wide web.
- Website is a of web pages.
- Home page is the of a website.
- button stops the downloading of current web pages from the Internet.
- is the biggest network of computers.

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FUN WITH PAINT

A. Tick (✓) the correct option.

- Which command can be used to remove the unwanted area from the image?
 a. Skew ☐ b. Zoom ☐ c. Crop ☐
- Which command is used to change the size of an image in Paint?
 a. Resize ☐ b. Zoom ☐ c. Crop ☐
- The Flip/Rotate command is present in the group.
 a. Colors ☐ b. Image ☐ c. Shapes ☐

B. Write 'T' for true and 'F' for false.

- Curve shape is used to draw squares with rounded corners.
- Paint is a program used to draw and colour images.
- Fill with Color tool is used to fill colour in closed figures.
- Eraser tool is used to add text or shapes in drawing.

C. Answer the following questions.

- What are the two ways to flip an image?

- Where is the Zoom command present in Paint window?

- What does the Text tool help you to do?

- What do you mean by cropping an image?

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FILE MANAGEMENT—ORGANISATION OF FOLDERS

A. Write the steps to save file with new name.

.....

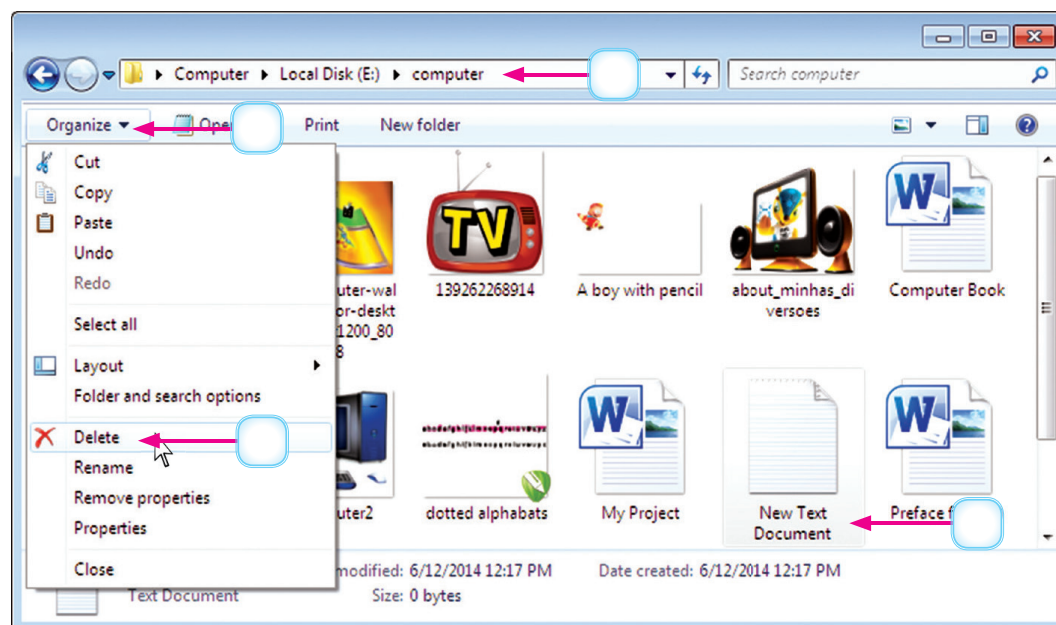
.....

.....

.....

.....

B. Label the steps to delete a folder.



C. Answer the following questions:

1. What is folder?
.....
2. What is the shortcut key to open a file?
.....