

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

|                      |                      |                      |                      |                      |                      |                      |                      |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### 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.**

.....

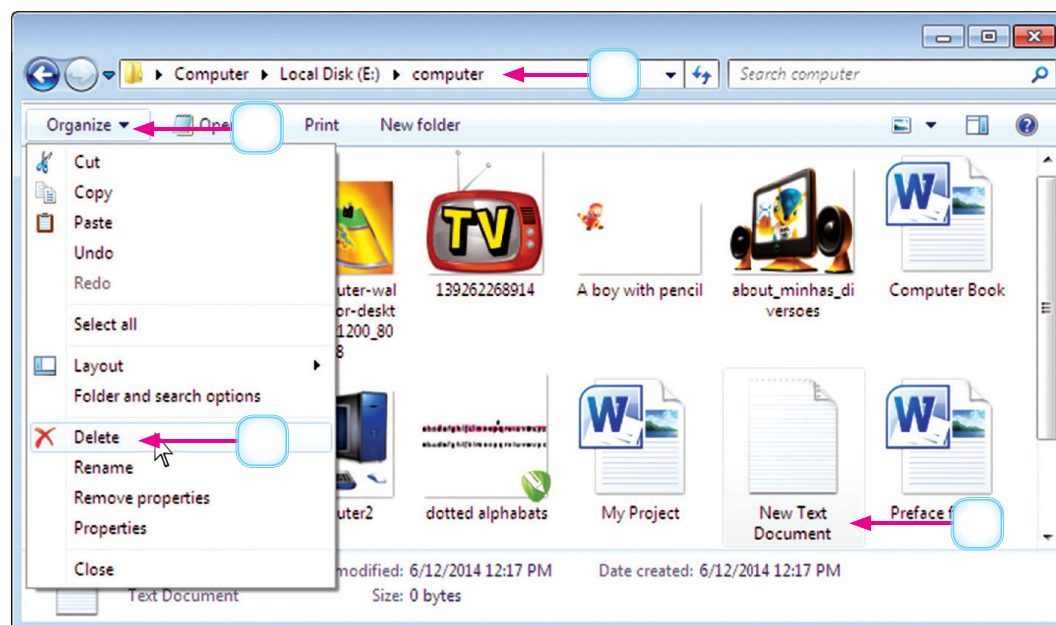
.....

.....

.....

.....

**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?

.....