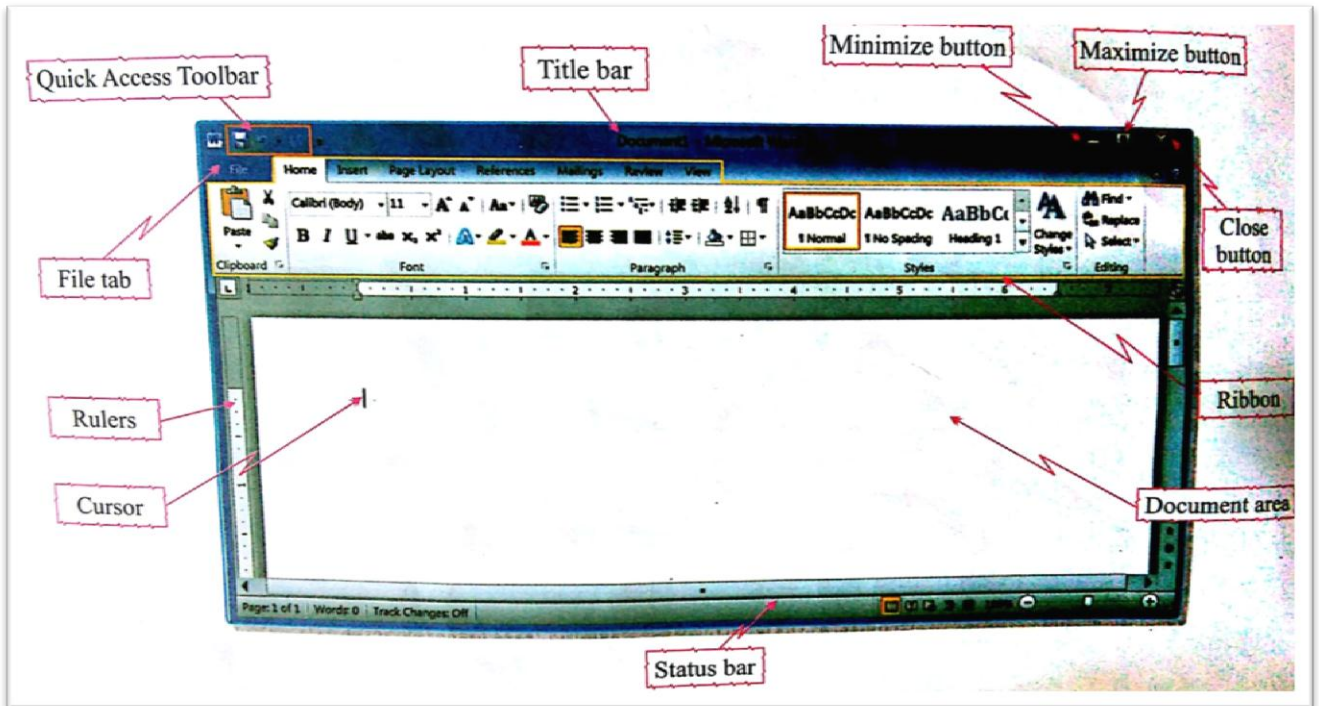


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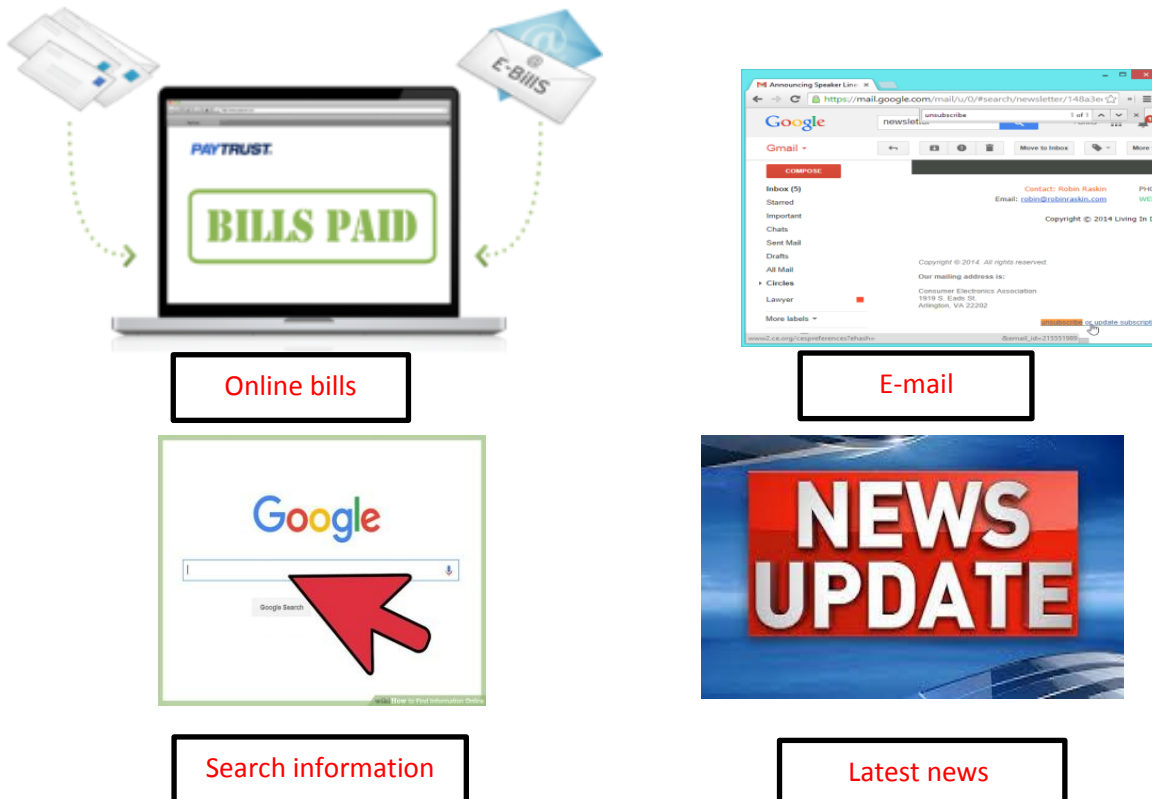
Name _____ Roll No. _____ Standard III

Chapter (4, 5)

I. Label the screen elements of Microsoft Word 2010.



II. Label the uses of Internet .



III. State T for true statement and F for false statement:

1. Notepad is not a part of Word processing software. (F)
2. Arrow keys are used to control the movement of cursor. (T)
3. Google Chrome is a type of Web browser . (T)
4. Caps lock key is used to type small letters . (F)
5. Website are not displayed in Web browsers . (F)
6. There are total 26 alphabet keys on the keyboard .(T)
7. We can format our document by using Font group and paragraph group . (T)
8. Escape key is used to select a line . (F)
9. The Latest version of Microsoft Word is 2013. (F)
10. Webpage is a part of website . (T)

IV. Give answer in one word:-

- | | |
|----------------------------------------------------------------------|-------------------|
| 1. An application software that helps you to type text on a computer | Word processor |
| 2. It is called the biggest network of computers | Internet |
| 3. Ribbon contains two parts called | Tabs and groups |
| 4. Write the two Internet terms | Website, Webpage |
| 5. The key you press to insert a new line | Enter |
| 6. The full form of WWW | World Wide Web |
| 7. The keyboard shortcut which is used to select till beginning | Shift +Home |
| 8. The facility which is used to send or receive messages | E-mail , SMS etc. |
| 9. The key which is used to give space between two words | Space Bar Key |
| 10. The keyboard shortcut which is used to close a document | Ctrl +W |

V. Fill in the blanks:-

1. Tim Berners Lee developed the World Wide Web.
2. Ctrl +P keyboard shortcut is used to print a document.
3. Quick access toolbar is present on the title bar.
4. We use internet to search information.
5. Backspace key is used to erase anything typed on the left side of the cursor.
6. Rulers keep track of the page margins, height and width of the page.