

CLASS: III

SUBJECT: Computer

SECTION A

Q1. Multiple Choice Questions:

1. The Alphabet key is used for typing _____.
a) Alphabets b) Numbers c) Symbols
2. _____ is regarded as the inventor of the keyboard layout.
a) Christopher Latham b) Lady Ada c) Charles Babbage
3. _____ keyboard is water resistant.
a) Wirless b) Optical c) None of these
4. _____ option is used to create a new blank document.
a) Save b) New c) Close
5. Press _____ key to save a document.
a) F12 b) F6 c) F7
6. Ctrl , Alt are the example of _____ keys .
a) Function b) Control c) Alphabet
7. The backspace key is used to delete the character from _____ side.
a) Centre b) Right c) Left
8. We should not press the _____ key at the end of each line.
a) Enter b) Insert c) Tab
9. The ribbon contains several _____ on it.
a) Tabs b) files c) work
10. The quick access toolbar is present on the _____.
a) Ribbon b) Ruler c) Title bar

SECTION B

Q2. Very Short Answers:-

1. Who invented the keyboard layout?
2. Name the parent software of Microsoft Word.
3. What are control keys?
4. How will you save a file in MS Word?
5. Name the different view buttons available in MS Word 2010.

SECTION C

Q3. Short Answers:-

1. Name the different types of keys that are present on the keyboard.
2. What is Wireless Roll up keyboard?
3. Write the shortcut keys for the following:- Close, Exit, New, Open, Save
4. What is Ribbon?
5. What is Application Window?
6. What is Title Bar?

SECTION D

Q4. Long Answers:-

1. What are typing keys? Explain any one typing key.
2. Difference between backspace key and delete key.
3. How can we create a shortcut of MS Word?