

**DELHI PUBLIC SCHOOL JAMMU**

**SESSION: 2024-25**

**HALF YEARLY EXAMINATION**

**REVISION SHEET**

**Topics: Ch-2 'Understanding Windows 11' Ch-3 'Fun with Paint 3D' Ch-4  
'Introduction to Word'**

**Class: III**

**Subject: Computer**

**SECTION A**

**1A: Multiple Choice Questions: -**

- 1) Start button is present at the \_\_\_\_\_ of the taskbar.  
a) top                                      b) bottom                                      c) middle
- 2) The taskbar is a long \_\_\_\_\_ bar at the bottom of the desktop.  
a) horizontal                                      b) vertical                                      c) none
- 3) The area where you draw the pictures in Paint 3D is \_\_\_\_\_.  
a) Text                                      b) Canvas                                      c) None
- 4) To print a document, click on the File tab > \_\_\_\_\_ option.  
a) Open                                      b) Save                                      c) Print
- 5) The shortcut key to create a new document is \_\_\_\_\_.  
a) Ctrl+ O                                      b) Ctrl +N                                      c) Ctrl+S

**B : Fill in the blanks: -**

- 1) The option to arrange icons on the desktop in a proper order is \_\_\_\_\_.
- 2) The Word application opens a blank document with the default name \_\_\_\_\_.
- 3) To open an existing file, click on the Menu option and select \_\_\_\_\_.

**C: State T/F: -**

- 1) Task view button allows you to create several desktops.                                      ( )
- 2) Brushes displays different types of brushes in the brushes panel.                                      ( )
- 3) Document window is the area where you can type or edit text.                                      ( )

## SECTION B

### II. Very Short Answers: -

- 1) What does the Status bar show?
- 2) What key is used to draw a perfect sphere while using the Sphere tool?
- 3) What is booting?

## SECTION C

### III. Short Answers: -

- 1) What is screen saver?
- 2) Explain these components of the Paint 3D window: -
  - a) 2D shapes
  - b) 3D shapes
- 3) What is Word Wrap feature?

## SECTION D

### IV. Long Answers: -

- 1) Write four steps to open MS Word.

Or

Write four steps to open MS Paint.

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_