



# MODEL ACADEMY

(THE PRESTIGIOUS SCHOOL OF MIER)

Class: 3<sup>rd</sup>

Session Ending Exam 2019-20

Time: 2hr 30 min

Subject: Computer

Sample Paper

Max. Marks: 40

**Q:1 Multiple Choice Question****(01X5=5)**

- i. Word perfect and Microsoft Word are example of
  - a) Paint software
  - b) word processing software
  - c) operating system
  - d) None of these
- ii. This has buttons for commands that are used frequently
  - a) Work Area
  - b) File Tab
  - c) Status bar
  - d) Quick Access Toolbar
- iii. The \_\_\_\_\_ on the ribbon have commands that are divided into groups
  - a) tabs
  - b) scroll
  - c) Status bar
  - d) Work Area
- iv. This command is used to add two or more numbers
  - a) SUM
  - b) PLUS
  - c) ADD
  - d) AND
- v. The ..... Scroll bar lets you move up and down in a document
  - a) Horizontal
  - b) Status
  - c) Vertical
  - d) Diagonal

**Q:2 Fill in the blanks.****(01X6=6)**

- i. The options such as New, Open and Save are present under the ..... Tab.
- ii. When we start typing, text appears at the position where the .....is placed.
- iii. We can use a ..... to select text.
- iv. We can delete a character by using the ..... Key and .....key.
- v. .... Is an example of work processing software

**Q:3 True or False?****(01X5=5)**

- i) Microsoft Word does not allow us to insert picture in a document. (True/ False)
- ii) The MUL Command is used to multiply two numbers (True/ False)
- iii) The short form of PRINT Command is PR (True/ False)
- iv) The Quotient command is used to multiply two numbers (True/ False)
- v) BK 10-5 will move the turtle back by 10 units. (True/ False)

**Q:5** Look out for options present on the File Tab that lets you perform various operations in your documents. Circle them. **(04)**

A	B	Q	N	A	C	T	D	O
E	E	O	E	N	L	D	L	U
X	F	P	W	B	O	W	J	P

I	G	R	L	S	S	A	V	E
T	O	P	E	N	E	E	H	M

- Q: 6** Name two components of Microsoft Word Window. **(02)**
- Q: 7** Write are Formatting? **(02)**
- Q: 8** How can you display text using print command of LOGO? **(02)**
- Q: 9** What do you understand by WORD processing Software? **(02)**
- Q: 10** How can you display text in Main Screen of LOGO? **(02)**
- Q: 11** How is Microsoft Word useful to us in Homes and Schools? **(02)**
- Q: 12** List the operators used to add, subtract, multiply and divide numbers in LOGO **(04)**
- Q13** List down the steps to open an existing document in Microsoft Word **(04)**

\*\*\*\*\*