

**NAAHAR PUBLIC SCHOOL CBSE SENIOR SECONDARY, VILLUPURAM
ASSESSMENT - VI**

SUBJECT : COMPUTER SCIENCE
TEACHERS INTIAL : MS. KAVINILAVU
GRADE : III
NAME: _____

MARKS :50
DATE: 03 .03.2023
DUR: 90 MINS

I. FILL IN THE BLANKS

(6*1=6)

1. To load word: start _____ Microsoft Office _____.
2. To save a file: file tab _____.
3. To exit word: Microsoft Word button _____.
4. The horizontal and vertical _____ are used to set the tabs and margins .
5. The word button is at the _____ corner of the word 2010 window.

II. True or False

(5*1=5)

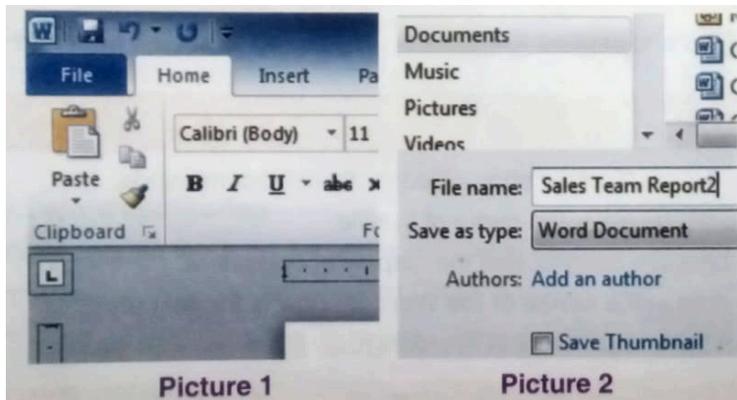
1. You cannot save documents in Word 2010 . _____
2. The white area in the centre of the word window is the text area . _____
3. The scrollbars are used to shift the display of document. _____
4. The status bar displays the name of the file. _____
5. The quick access toolbar shows frequently used commands. _____

III. Match the following

(10*1=10)

- | | | |
|-----------------------------------|---|------------------------------|
| 1. Notepad | - | frequently used comments |
| 2. MS Word | - | .doc or .docx |
| 3. Quick access toolbar | - | set the tabs and margins |
| 4. Ribbon | - | cursor |
| 5. Blinking line | - | multi -tool word released |
| 6. Word files extension | - | word processing software |
| 7. First word processing software | - | below the title bar |
| 8.1983 | - | WordStar |
| 9. Status bar | - | at the bottom of word window |
| 10. Rulers | - | text editor |

IV. Observe the picture below and the answer the following questions .(7*1=7)



1. Name the application. _____
2. The highlighted element in picture 1 is a (tab /group /button). _____
3. Which operation is shown in the picture 2? _____
4. What are the comments shown in the quick access bar ? _____, _____, _____
5. What is the filename shown in picture 2? _____

V. Missing letters (5*1=5)

1. Familiari___e
2. Bl___nking
3. Proce___sing
4. Not___pad
5. Micro___oft

VI. Unscramble the letters (5*1=5)

1. LLUEBTS _____
2. SELBAT _____
3. MMANDOC _____
4. XOBGOLAID _____
5. RABLLORCS _____

VII. Answer the following (5*2=10)

1. How is word different from Notepad ?

2. What is the default name given to a new Word file?

3. Name the button that allows you to create, open, Save Word document.

4. What is status bar?

5. Which two bars help you view your entire document?
