NAAHAR PUBLIC SCHOOL CBSE SENIOR SECONDARY, VILLUPURAM
ASSESSMENT - VI

SUBJECT : COMPUTER SCIENCE **MARKS :50**
TEACHERS INTIAL : MS. KAVINILAVU **DATE: 03 .03.2023**
GRADE : III **DUR: 90 MINS**
NAME:_____

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. _____

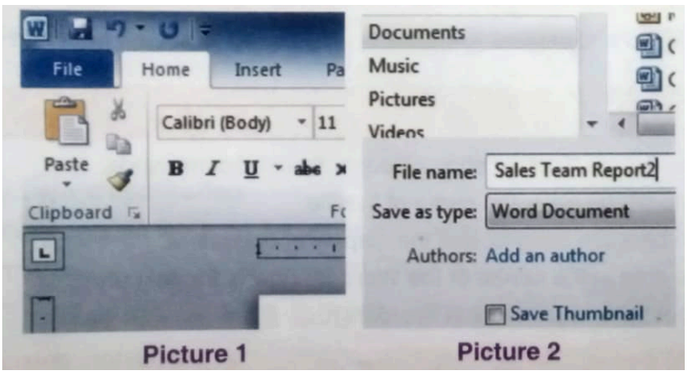
4. The status bar displays the name of the file. _____

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?

_____

Handwriting **(2)**