

Little Star Hr. Sec. School
Class - IX
Foundation of Information Technology

Total Marks - 20

Time- 1 hr

NAME _____ Class _____ Rollno _____

Choose the correct answer from the given alternatives:

20x1=20

1. What is the default font style of MS word?

- | | |
|------------|--------------------|
| a) Forte | b) Gothic |
| c) Calibri | d) Times New Roman |

2. Ctrl+I is the shortcut key for making the text _____

- | | |
|---------------|--------------|
| a) Bold | b) Italic |
| c) Left Align | d) Subscript |

3. _____ alignment is often used in newspapers, Magazines and Books.

- | | |
|-----------|--------------|
| a) Left | b) Right |
| c) Center | d) Justified |

4. The default alignment in the document is _____

- | | |
|-----------|--------------|
| a) Left | b) Right |
| c) Center | d) Justified |

5. Ctrl + 5 is to make the line spacing to _____ line

- | | |
|------|--------|
| a) 5 | b) 1.5 |
| c) 2 | d) 3 |

13. How many Page number locations do you get under Page Number option?

- a) 2
- b) 3
- c) 4
- d) 5

14. The default Left margin in Ms Word is

- a) 1"
- b) 1.25"
- c) 1.50"
- d) 2"

15. The default bottom margin in Ms Word is

- a) 1"
- b) 1.25"
- c) 1.50"
- d) 2"

16. In H₂O, the figure 2 appears lower. What effect has been applied?

- a) Superscript
- b) Lowered
- c) Laid Down
- d) Subscript

17. _____ can also be adjusted through the paragraph dialog box.

- a) Line spacing
- b) Page setup
- c) Header & Footer
- d) line

18. _____ option is to apply text formatting and graphic formatting.

- a) Line Spacing
- b) Font color
- c) Alignment
- d) Format Painter

19. One of the example of Bullet list are:

- a) 1, 2, 3, 4.....
- b) □, □, □, □
- c) a, b, c, d
- d) i, ii, iii, iv

20. Ctrl + F is the shortcut key for _____

- a) Find
- b) Subscript
- c) Format Painter
- d) subscript