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: **10x1=10**

1. **Shortcut key for Thesaurus**

a) F7 b) Shift + F7

c) Ctrl + F7 d) Ctrl + Shift + F7

2. **Shortcut key for replacing text**

a) Ctrl + H b) Ctrl + R

c) Shift + R d) Ctrl + F

3. **A Red underline indicates**

a) Grammar Error b) Important Word

c) Spelling Error d) Misused words

4. **A blue underline indicates**

a) Grammar Error b) Important Word

c) Spelling Error d) Misused words

5. **Which of the following is the extension of CorelDraw file?**

a) .DCX b) .CGM

c) .BMP d) .WMF

LIVEWORKSHEETS

6. MS word can insert/import the graphics:

a) Created in Paint
b) Created by using Autoshapes
c) From clipart Gallery
d) All of these

7. To create a perfect square or circle press and hold _____key

a) Shift
b) Ctrl
c) Alt
d) Ctrl + Shift

8. Spelling checkers starts checking from the _____

a) Beginning of page
b) End of page
c) Insertion point
d) Beginning of document.

9. _____ feature automatically detects and corrects errors.

a) Spelling check
b) AutoCorrect
c) Grammar Check
d) Thesaurus

10. Insert Shapes option is available under _____group.

a) Insert
b) Review
c) Illustration
d) Home

State whether the following statements are true or false: (4x1=4)

11. WordArt cannot be rotated.

a) True
b) False

12. Spelling checks can be done by using Right Click.

a) True
b) False

13. WordArt is a decorative Picture.

a) True
b) False

LIVEWORKSHEETS

14. Shapes help us to make a drawing or a more complex shape.

a) True b) False

Answer The following questions in about 10-20 words. (3x2=6)

15. Define Thesaurus.

Ans:_____

_____

_____

16. Name any four types of picture files which have compatibility with MS Word.

Ans:_____

_____

_____

_____

17. Write the Steps to Replace the word "**Computer**" into "**FIT Subject**".

Ans:_____

_____

_____

_____

_____

_____

_____

LIVEWORKSHEETS