Term: III
Session: 2020-21

TNG
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School

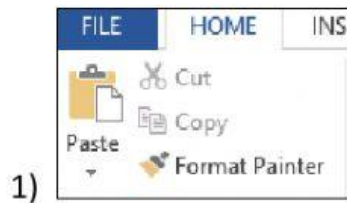Name: _____
Date : _____

I. Identify the component name and circle the correct answer.

1)

a) Font group   b) Paragraph group

c) Editing group   d) Clipboard group

2)

a) Slides views   b) Drawings views

c) Editing views   d) Presentation views

3)

a) Start Slideshow group   b) Drawing group

c) Set up group   d) Clipboard group

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II. Match the Following.

4) Microcomputers computers	a) Used in weather forecasting.
5) Minicomputers	b) Store large amount of data.
6) Mainframe computers	c) Tablet.
7) Supercomputers	d) Designed as single user computer but support multiple users.

4)	5)	6)	7)

III. State whether the following statements are true or false.

8) Laptop is a microcomputer which is portable. _____

9) The picture indicates font group in MS Word
_____

10) Numbering are also known as unordered list. _____

11) Scroll bar appears at the top of the MS PowerPoint window. _____

12) Super computers are fastest among the types of computers._____

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IV. Fill in the banks with correct options:

Unordered	Task bar	Mainframe
Ctrl + End	View option	Slide layout

13) _____ is the arrangement of text and graphics on the slide.

14) _____ displays the date and time.

15) _____ helps to switch between different views

16) _____ key helps to move to last slide in a presentation.

17) Bullets are also known as _____ list.

18) The _____ computers often fill an entire room.

V. Circle the correct answer.

19) Given below are the different features of types of computers. Which one of the following are the not features of mainframe?
1. Less expensive.
2. It is commonly used in home and offices.
3. They process data at very high speed.
4. It is used in networking.

  a) 1 and 2   b) 2 and 3   c) 3 and 4   d) 1 and 4

20) Arrange the following steps to align text in MS Word.
1. Specify the name and location for the file and click on **Open** button.
2. Select open option from dropdown list
3. Click on office button

  a) (2)-> (1)-> (3)
  b) (1)-> (2)-> (3)
  c) (2)-> (3)-> (1)
  d) (3)-> (1)-> (2)

VI. Answer the following questions

21) Differentiate between **Normal view** and **Slide sorter view** in MS PowerPoint. Write any one difference.

Normal view: _____

_____

_____

Slide sorter view: _____

_____

_____

LIVEWORKSHEETS