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

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6. _____option sets fixed line spacing, expressed in points.

a) Single b) At Least

c) Multiple d) Exactly

7. _____option sets line spacing that can be expressed in number greater than 1

a) Single b) At Least

c) Multiple d) Exactly

8. _____case option converts the letter to mixed case.

a) sentence b) toggle

c) lower d) upper

9. _____option changes the orientation of text width wise.

a) Landscape b) portrait

c) both (a) and (b) d) none of the above

10. How many margins are there in MS word document?

a) 3 b) 4

c) 5 d) 6

11. _____appears at the top of every page.

a) Page Number b) Heading

c) Header d) Footer

12. _____appears at the bottom of every page.

a) Page Number b) Heading

c) Header d) Footer

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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 H_2O, 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 ……

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20. Ctrl + F is the shortcut key for _____

a) Find

b) Subscript

c) Format Painter

d) subscript

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