

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 |

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

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: _____
