

KVS RO JAIPUR
TEST (2021-22)

Time Allowed: 15min

Max.Marks:10

Instructions :

1. All questions are compulsory.
2. Calculator and other electronic gadgets are not allowed

A.[MULTIPLE CHOICE -QUESTIONS]-2.5marks**(i) Which is the keyboard shortcut for copy-**

- (a) ctrl+c (b) ctrl+o (c) ctrl+x (d) ctrl+p

(ii) What is a Ms -word-

- (a)Software (b) Hardware (c)input(d)output

(iii) What is called Ms-Excel sheet-

- (a) spreadsheet (b) presentation (c) Document (d)Workbook

(iv) Which is the keyboard shortcut for printing -

- (a) ctrl+o (b) ctrl+p (c)ctrl+n (d) ctrl+x

(v) Microsoft word is a -

- (a) Word processing program (b)Data entry program (c) Photo editing (d) None of these

B.[TRUE-FALSE]-2.5marks**Write T and F for statements given below-**

- (i) MS-Word makes typing on the computer easy. []
(ii) MS-Word is not a software package. []
(iii) Microsoft Excel is spreadsheet processing software. []
(iv) We cannot insert row in our worksheet. []
(v) Press Shift +Tab to move to the previous cell. []

C.[MATCH THE FOLLOWING]- 2.5marks

- | | |
|------------------------------|----------------|
| (i) Mouse | (a)Output |
| (ii) Printer | (b)Input |
| (iii) Spreadsheet related to | (c)MS-Excel |
| (iv) Processing unit | (d) Microphone |
| (v) Input Device | (e) CPU |

D.[FILL IN THE BLANKS]-2.5marks**DRAG & DROP** the correct option from the following to correct blank space -**(data , documents)**

- (i) MS-Word is a word processor that deals with
(iv)Microsoft Excel is a..... processing software.