

**Direction: Read each question carefully, understand it and respond accordingly.**

**Question 1.** You have taken a photograph of a beautiful sunset during your summer vacation. However, the image appears too dark and lacks brightness. Which of the following editing tools or features would be the most suitable for adjusting the brightness of the photograph?

- a. rotate tool
- b. resize tool
- c. paintbrush tool
- d. contrast adjustment

**Question 2.** Sonam Choki is creating a MS Word Document for a school event that includes both text and images. Pema Wangchuk wants the document to be wider than it is tall to adjust the images and make it look beautiful. In this context, which page orientation would be the most suitable for the document?

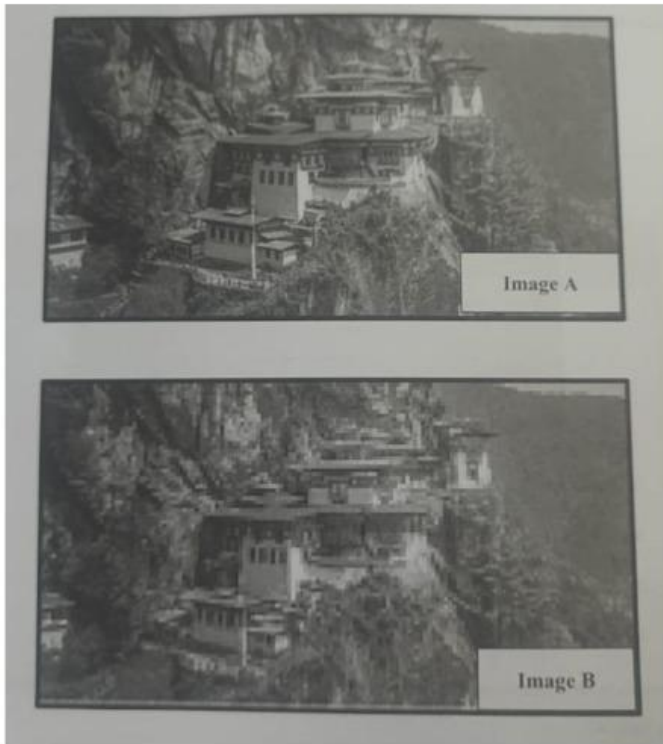
- a. Square
- b. Portrait
- c. Diagonal
- d. Landscape

**Question 3.** In the heading named “Teachers’ Timetable,” as shown below, which tool is used to in MS Word to combine multiple cells into a single cell?

|           | 1st         | 2nd          | Interval      | 3rd         | 4th         | 5th         | Lunch      | 6th          | 7th          | 8th         |  |
|-----------|-------------|--------------|---------------|-------------|-------------|-------------|------------|--------------|--------------|-------------|--|
| Monday    | Eng<br>VW D | Eng<br>VW D  | Interval Time |             |             | Eng<br>DK C | Lunch Time |              |              |             |  |
| Tuesday   |             |              |               | Eng<br>VW A | Eng<br>VW A |             |            | Aest<br>VW D | Eng<br>DK C  |             |  |
| Wednesday |             | Eng<br>DK C  |               |             | Eng<br>VW D | Eng<br>VW D |            |              | Eng<br>VW A  | Eng<br>VW A |  |
| Thursday  | Eng<br>VW D | Eng<br>VW D  |               |             |             | Eng<br>DK C |            |              | Aest<br>VW A |             |  |
| Friday    | Eng<br>DK C | Aest<br>VW A |               |             | Eng<br>VW A | Eng<br>VW A |            | Aest<br>VW D |              |             |  |

- A join
- B insert
- C merge
- D combine

Question 4. Study image A and B and find out the difference between the two images.



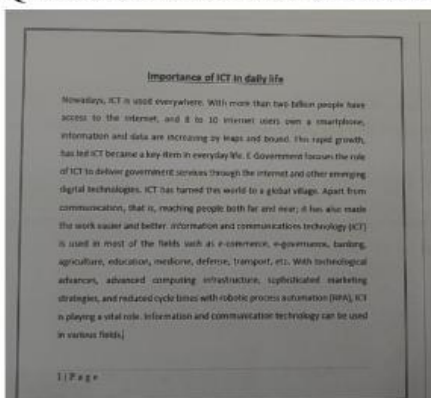
A no difference

B image orientation

C different resolution

D different image size

Question 5. An ICT teacher from Haa has shared a document as shown below.



- i. What software did the teacher use to create the document displayed above?
- ii. What are the formatting tools applied in the above document?