## Chapter-8

**INTRODUCTION TO RAPID TYPING**

### Worksheet: Microsoft Paint & Rapid Typing

**Section A: Fill in the blanks**

1. The _____ tool is used to remove unwanted parts of a drawing.
2. To save a drawing, click on the _____ tab and select **Save**.
3. The _____ tool in Paint is used to draw smooth wavy lines.
4. The shortcut key to open a new Paint window is **Ctrl +** _____.
5. In Rapid Typing, the green bar shows the _____ of the current lesson.

**Section B: Match the tools with their functions**

| Tool | Function |
|---|---|
| A. Pencil Tool | 1. Used to type text |
| B. Eraser Tool | 2. Used to zoom in and out |
| C. Magnifier Tool | 3. Used to draw freehand |
| D. Text Tool | 4. Removes unwanted parts |

### Quiz: Microsoft Paint & Rapid Typing

**Multiple Choice Questions (MCQs)**

1. Which tool in **Microsoft Paint** is used to draw straight lines?

   a) Pencil Tool

   b) Curve Tool

   c) Line Tool

   d) Polygon Tool

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2. What is the function of the **Title Bar** in Rapid Typing?

   a) It displays typing speed

   b) It shows the program name

   c) It selects the lesson difficulty

   d) It allows the user to edit text

3. The shortcut to save a drawing in Paint is:

   a) Ctrl + N

   b) Ctrl + O

   c) Ctrl + S

   d) Ctrl + P

4. The **status bar** in Rapid Typing helps you:

   a) See progress bars

   b) Select lessons

   c) Change font size

   d) Exit the program

5. In Microsoft Paint, what is the function of the **Polygon Tool**?

   a) To type text

   b) To draw shapes with multiple sides

   c) To erase mistakes

   d) To zoom in and out

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