

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

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 H₂O, 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

20. Ctrl + F is the shortcut key for _____

a) Find

b) Subscript

c) Format Painter

d) subscript