# MID-TERM WORKSHEETS -- GRADE-2 (TERM-3 2023-24)
## SUBJECT "COMPUTER"

**STUDENT NAME:** _____ **CLASS:** _____

**Q NO.1 Circle the correct option(s) True and False.**

1. Microsoft Word is a word processing program used to create documents. **True / False**
2. The blank page you see when you open Word is called the document. **True / False**
3. You can change the font, size, and color of text in Word. **True / False**
4. Word documents can only be typed; you cannot add images or shapes. **True / False**
5. You can save, print, and reopen Word documents. **True / False**
6. The Ruler helps you type in Microsoft word. **True / False**
7. The blinking vertical line in the Work Area is called Cursor. **True / False**
8. The vertical Scroll bar is used to shift the screen display to the left or right. **True / False**
9. Title bar displays the name of the program and the active document. **True / False**



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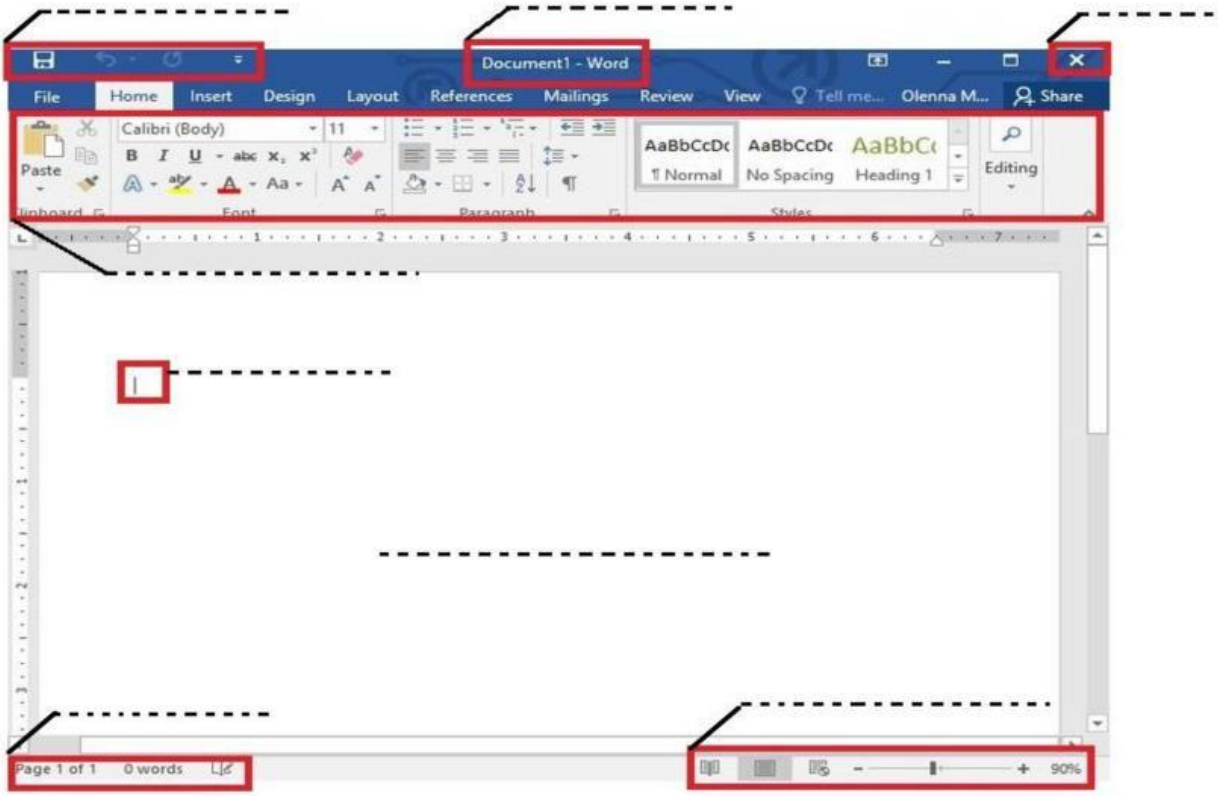
10. The area in the document windows where you type the text is called the ribbon area. **True / False**

**Q NO.2 Look at the following picture carefully and write the names of the components of Microsoft word interface.**




**Q NO.3 Circle the correct option.**

1. What is MS Word used for?

**(a).** Playing games **(b).** Writing documents

**(c).** Drawing pictures **(d).** Making music

2. Which of the following icons represents MS Word?



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(a). (b).

(c). (d).

3. What does the 'B' button in MS Word toolbar stand for?

(a). Blue (b). Bold

(c). Big (d). Box

4. Which menu is used to save a document in MS Word?

(a). Edit (b). File

(c). View (d). Format

5. How can you change the Color of the text in MS Word?

(a). By clicking the 'C' button (b). By using the Ctrl key

(c). By right-clicking on the text (d). By clicking the "A' button with a Color palette

6. What is the purpose of the 'Undo' button in MS Word?

(a). To redo an action (b). To delete text

(c). To reverse the last action (d). To make text bold

7. Which key is used to create a new line in MS Word?

(a). Enter (b). Shift

(c). Spacebar (d). Tab

8. How can you make text italic in MS Word?



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(a). By clicking the 'I' button

(b). By using the 'Alt' key

(c). By pressing 'Ctrl + I'

(d). By right-clicking on the text

9. What does the 'Zoom' feature in MS Word allow you to do?

(a). Change the font size

(b). Adjust the Page layout

(c). Enlarge or reduce the view

(d). Add pictures to the Document

10. Where can you find the spell-check option in MS Word?

(a). Edit menu

(b). Tools menu

(c). Format menu

(d). View menu

**Q NO.4 Match the following.**

| | | | | |
|---|---|---|---|---|
| 1. | Title bar | | a. | Contains multiple tabs like File, Home, etc |
| 2. | Ribbon | | b. | Blinking vertical line in the work area |
| 3. | Quick Access | | c. | Measures the length and width |
| 4. | Cursor | | d. | Displays the Name of the program |
| 5. | Ruler | | e. | Contains buttons to Save, Undo and Redo |



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