

i.	The vertical orientation of page is called _____.	
ii.	A step by step process of writing an instruction to solve a problem in programming is called _____.	
iii.	An online typing tutor used to improve your typing skills through a series of lessons is called _____.	
iv.	The _____ function is a type of loop that repeats a block of code until a specific condition is met.	
v.	If you want to change the result of a condition "yes" to "no" and "no" to "yes", you need to use the boolean operator called _____.	
vi.	If you change font face to Times New Roman, color to red, and font size to 15. Which formatting are you applying?	

12

Statement	TRUE/FALSE
i. We cannot insert additional rows and columns to a table once the table is created.	
ii. Formatting makes the document easier to read and understand.	
iii. On the key board, the Left Hand Fingers should be positioned on A,S,D and F.	
iv. There are 5 text alignment in a word processor.	
v. Comparison operator checks whether two values are equal or not.	