

ST. THOMAS SCHOOL
CYCLE TEST - 4, WORKSHEET
COMPUTER, CLASS II
(CH: 4 (OPERATING A COMPUTER))

NAME: _____

SEC: _____

Q1. Fill in the blanks:

- a) To start a computer, we need to first switch on the _____ supply button.
- b) Window is the most popular _____ that makes the computer work.
- c) _____ button makes a computer work when electricity goes off.
- d) The thin bar at the bottom of the desktop is called _____.
- e) The first display screen of the Window 10 is called _____.

Q2. Answer in one word:

- a) Small pictures on desktop. _____
- b) Name any one Control button. _____
- c) The top - most blue bar of an application. _____

Q3. Define the following:

a) Desktop

b) Icon

c) Window

ST. THOMAS SCHOOL
CYCLE TEST - 4, WORKSHEET
COMPUTER, CLASS II
(CH: 8 (USING MS WORD 2016))

NAME: _____

SEC: _____

Q1. Fill in the blanks:

- a) Microsoft word is _____ software.
- b) _____ Bar is present at the bottom of Word 2016 window.
- c) The _____ area is used for typing and editing text.
- d) There are _____ scroll bars in Word 2016.
- e) _____ option is used to create a new blank document.

Q2. Write the shortcut keys of the following:

- a) Create a new file _____
- b) Print document _____
- c) Close the document _____

Q3. Answer in one word:

- a) Name the ruler present in the Word 2016 document window.

- b) What does the title bar contain?

- c) How does Word 2016 useful to us?

- d) What is status bar?

- e) Define Working area.
