

REVISION OF UNIT TEST 2(computer science)

Q1. Fill in the blanks:

1. CTRL+X is the shortcut key for **Cut**.
2. Change case option is present in the **Font** group.
3. CTRL+U is used to **Underline**.
4. The paste icon is located in the **Clipboard** group.
5. **Crop** option is used to keep only the desired part of a picture.
6. **Font color** changes the color of the text.
7. We use **copy** option to create copies of an object in MS Paint.
8. **Home** tab is the tab in which font color tab is found.
9. **Text tool** is used to insert text in drawing.
10. The **skew** option twists an object vertically and horizontally.
11. **Undo** option reserves the effect of the last action.
12. **Lower case** changes all the letters in the small case.
13. **Font style** refers to the style of the typed text.
14. **Rectangular** selection is used to select area in a square or rectangle shape.
15. Resize is present in **Image** group.

Q2. Define the following:

1. What is the work of redo option?
2. What are the types of Select tool?
3. What is free form selection?
4. Define skew?
5. What is font style?
6. What is upper case?
7. What does toggle case do?

Q3. Complete the steps:

1. To change font style
2. To change the color of text
3. To underline text
4. To move an object
5. To change font size

Learn steps for the above. For example changing font size answer is like (Please underline main keywords in your steps :)

- a. Select the **Text**.
- b. Click on the **Home** tab.
- c. Click on drop-down arrow of **Font** size.
- d. Select the required **Font** size.

