

REVISION OF UNIT TEST 2(computer science)

Q.1 Fill in the Blank.

1. Wordpad provides the Document Area to type text.
2. The Enter key is used to start a new paragraph.
3. CTRL+S is a shortcut key to save a document in notepad.
4. New font can be selected from the Font-Family drop down list.
5. The clipboard group is present on the Home tab.
6. A file created using word pad is called a Document.
7. Title Bar displays the name of your document.
8. CTRL+V is shortcut key to paste the selected text.

Q.2 Correct the spelling in given jumble word.

- | | |
|--------------------|----------|
| 1. L O T O A R B | TOOLBAR |
| 2. D A O R W P D | WORDPAD |
| 3. N B R I O B | RIBBON |
| 4. O U C D E T M N | DOCUMENT |
| 5. I L C I A T | ITALIC |

Q.3 Answer in One line.

1. Which option help us to move text from one place to another place?

Ans. Cut and paste option

2. What is the shortcut key for paste?

Ans. CTRL+V

3. What is font style?

Ans. Font styles refers to the style of the typed text.

4. What is document area?

Ans. Document Area where we can type our text.

5. Define wordpad.

Ans. Wordpad is basic word processing program.

Q.4 Identify the component of given screen.

