



# MADHAV INTERNATIONAL SCHOOL

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3-A, B

ANSWER KEY

## SECOND SEMESTER EVALUATION 3 (18-2017)

GRADE - 3 (Computer)

Made by -

NAME: Tara Tiwari

Date: 21/12/2017

Roll No: \_\_\_\_\_

Time: Hour 1

Marks: 25

: Invigilator Tara Tiwari

: Moderator

### SECTION-A

Q.1 Choose appropriate answer for following.

[05]

- To close MS Word application, click Office button exit word button.  
(a) open word (b) save word  (c) exit word (d) paint word
- Which of the following is not word processing software? Paint  
(a) MS Word2007 (b) Page Maker  (c) Paint (d) None
- To print MS Word document, select the print option from the menu.  
 (a) print (b) save (c) fun (d) close
- Delete key is used to erase anything typed on the right side of the cursor.  
(a) enter  (b) delete (c) function (d) number
- Numeric key is present on the eight side.  
(a) Backspace (b) Space bar  (c) right (d) left

Q.2 Fill in the blanks.

[05]

- Upper symbols ( ! , \$ , + ) these are called Upper character.
- Lower symbol ( 1 , 4 , = ) these are called Lower character.
- Spacebar key is the longest key on the keyboard.
- Ribbon contains two parts: tabs and groups.
- Saving document helps you to use it in Future.

Q.3 Match the following.

[05]

#### COLUMN - A

#### COLUMN - B

- |                  |                                                           |
|------------------|-----------------------------------------------------------|
| 1) Title bar     | (2) a) contains different menus to work in MS Word 2007   |
| 2) Office Button | (1) b) appears on the top of the screen                   |
| 3) Document Area | (4) c) the blinking line on the document area             |
| 4) Cursor        | (3) d) a large white space to type the text               |
| 5) Ruler         | (5) e) keeps track of the page margins, height and width. |

SECTION-B

[06]

Q.5 Answer in the following question

1) Name any two special keys.

Spacebar, Home, Capslock key, Backspace key

2) What is word processor?

Word Processor is an application software that helps us to type many things such as poem, story, paragraph.

3) How do you use the numeric keypad?

For using numeric keypad 'NumLock Key' should be on.

4) Write steps to close or exit MS Word 2007.

Step-1 click on office button

Step-2 click on Exit button

[04]

Q.6 Answer in details.(Any two)

1) Write the two features of MS Word 2007.

→ We can type text document in MS Word 2007.

→ MS WORD help us to copy and print text document

2) Write any two keyboard manners while using it.

→ Do not pull or push the keyboard too hard.

→ Do not press the keys of the keyboard too hard.

→ Do not keep anything on the keyboard such as books and CDs.

3) Write the steps to open MS Word 2007.

Step-1. Click the start button

step-2.. Click All programs

step-3 click on Microsoft office

step-4. Click on Microsoft office

WORD 2007

ALL THE BEST!!!!!!!!!!!!!!!!!!!!!!!!!!!!