Name   Subject: COMP   Class: 2   Section _____   Date: _____   M. M. 50

Q.1 Tick(✅) the correct answer :- (4×2=8)

a) The keyboard shortcut to copy the text is _____.

    CTRL + C (   )   **CTRL + V (   )**

b) The keyboard shortcut to paste the text is _____.

    CTRL + C (   )   **CTRL + V (   )**

c) The keyboard shortcut to cut the text is _____.

    CTRL + X (   )   **CTRL + I (   )**

d) The keyboard shortcut _____ is used to close a document.

    ALT + F4 (   )   **CTRL + I (   )**

Q.2 Fill in the blanks :- (5×1=5)

  a) The _____ toolbar provides access to commonly used commands. **(ribbon/quick access)**

  b) The tool to draw a square is called _____tool. **(rectangle/square)**

  c) _____ area is the area where you can draw. **(Drawing/Document)**

  d) WordPad provides the _____ area to type text. **(document/writing)**

e) The clipboard group is present on the _____ tab. (home/view)

Q. 3 True/False :- (5×1=5)

a) Wordpad is a presentation program(   )

b) The document area is a part of the WordPad window.(   )

c) The Italic option can be selected to make the text appear slanted.(   )

d) The Font Colour drop-down list is used to change the text colour.(   )

e) The size of selected text cannot be changed. (   )

Q. 4 Match the tool icon with its name :- (5×2=10)

- **Oval Tool**

- **Line tool**

- **Rectangle tool**

- **Triangle tool**

- **Curve tool**

Q.5 Draw the icons for the given functions :- (3×2=6)

a) To cut the text.   ☐

b) To copy the text.   ☐

c) To paste the text.   ☐

Q. 6 Answer the following questions :- (3×2=6)

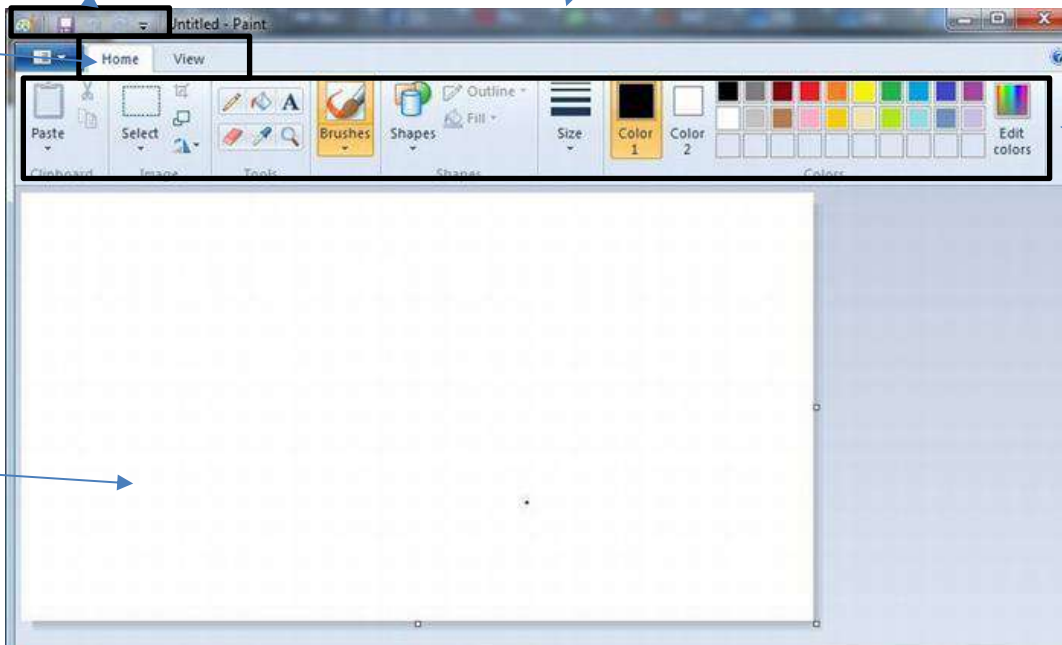a) Where will you find the Exit option to close a document ?

_____

a) Which area of the WordPad window displays the name of a document ?

_____

b) Where will you find the close button on the WordPad window ?

_____

Q. 7 Label the following parts :- (5×2=10)

(Drawing area, Title bar, Quick access toolbar, Tabs, Ribbon)