PANCHSHEEL PUBLIC SCHOOL

10+2 Senior Secondary School (Affiliated & Recognized by CBSE)

Jaitpur, Badarpur, New Delhi-44

<u>**Sample paper-2022-23**</u>

Time: 2 Hours	Subject: Computer	Class: III	M. Marks: 50
Name……………………	Roll No……….………	Section …….	Date:

Q1. Fill in the blanks with the help of helpbox given below: - **(15)**

> Forward, Copy, Word Processing , RT 90, Change case , Title bar, Undo ,
> Itallic , File , Enter key , Upper case , Clipboard , Resize, File, Back

1. The _____ button reverses the effect of the last action performed.

2. The cut,copy and paste options are found under the _____ group.

3. The word feature that makes text appear slanted _____.

4. To change the size of a picture vertically ,we click the _____ option.

5. We use this command to move the turtle forward _____.

6. Microsoft word is a _____ software.

7. Command to turn the turtle 90 degrees right _____.

8. You can access the Print option under _____ tab.

9. We use the _____ option to create copies of an object in MS Paint.

10. The name of the document is displayed on the _____.

11. Command to move the turtle back without changing the direction of the head____.

12. We can create a new document from the _____ tab.

13. You can press this key to move to a new line _____

14. The _____ case capitalizes all the letters in the selected text.

15. The word feature that changes the capitalization of text._____

Q2. Write T for true and F for false :- **(15)**

1. Lowercase option changes all the letters to small case. ☐

2. The Cut option is used to create multiple copies of an object. ☐

3. Clicking the Redo button reverses the effect of your last action. ☐

4. CS command is the short form for CLEARSCRIPT. ☐

5. The Keyboard shortcut to underline text is CTRL + U. ☐

6. We can hide the turtle using the ST command. ☐

7. The Crop option appears in the image group. ☐

8. The option to select colour for text appears on the text tab. ☐

9. The Save As option closes the current document. ☐

10. The Open tab allows you to open an already saved document. ☐

11. You cannot resize a picture or a drawing. ☐

12. You cannot close the current document without closing the application window. ☐

13. The Turtle can turn towards left to right. ☐

14. You cannot get a hard copy of a document in Microsoft Word. ☐

15. To make text from one place to another , we use the cut and paste option. ☐

Q3. Match the following :- (8)

ICONS	NAMES
1. ✂	a Copy
2. Aa	b BACK
3. ↻	c Cut
4. ab	d FORWARD
5. 🗐	e Change Case
6. ↑	f RIGHT
	g Redo
7.	h PENUP
8.	i Highlight

Q4. Write the Full form for the following MSWLogo commands :- (3)

1. PU - _____
2. ST - _____
3. LT - _____

Q5. Name the following :- (3)

1. The option to increase a picture vertically - _____
2. The option to twist an object horizontally - _____
3. The option to keep only the desired part of a picture - _____

Q6. Answer the following questions :- (6)

1. Which command is used to clear the screen? (1)

   _____

2. Which commands can be used to turn the turtle in different directions ? (1)

   _____

3. Which capitalization case would you use to make the first letter small and the rest

   of the letters capital? (1)

   _____

4. Under which tab will you find the Print option ? (1)

   _____

5. Where does a pasted object appear on the drawing area? (1)

   _____

6. What are the two types of Select tool? (1)

   _____