

I. Fill in the blanks

1. _____ is an artificial environment that appears to the user as real .
2. _____ is the primary component of the multimedia.
3. A _____ describe the data pictorially .
4. Multimedia creates a _____ learning environment.
5. _____ alignment refers to the placement of paragraph in relation to the left and right margins.
6. _____ is the amount of space between the lines of a paragraph.
7. _____ key is used to start a new paragraph
8. _____ is an important time saving feature of MS word.
9. _____ is an output device that resembles television.
10. The physical form of the output is known as _____.

[5]

II. Name the following

1. The live images in motion recorded with the help of a camera.
2. The component of multimedia that helps in explaining concepts through illustrations and charts.
3. The key/keys that is used to capitalise text.
4. The button that is used to reverse the last action performed.
5. The operation that removes the text from its original location.
6. The tab that is used to align text vertically.
7. The input device that is used to draw lines or images directly onto the screen.
8. The canera that is used to capture live images and videos.
9. The input device that senses the human touch.
10. The output device that is used to project output onto a large screen.

III. Match the following

1. CRT Monitor
2. Inkjet printer
3. Laser printer
4. Wavy red underline
5. 1.5 lines
6. Right indentation
7. Games
8. Computer animation

- multimedia
 - Ben 10
 - line spacing options
 - bulky and consumes a lot of power
 - spelling errors
 - uses laser beams
 - sprays ink on paper
 - right edge of paragraph is indented
- [4]

IV. Answer in one or two sentences

1. Write down the different parts of a mouse [1 ½]
2. Write the keyboard shortcuts for the following operations [1 ½]
 - i) Cut
 - ii) Copy
 - iii) Paste
3. What is font? [2]
4. What do you mean by soft copy? [2]
5. Define animation. [2]
6. What do you mean by paragraph alignment? [2]

V. Answer the following

1. Write down the alignment buttons on the Home tab. [2]
2. What are the different components of multimedia? [2]
3. Write down the steps to change font color. [3]
4. Write down the steps to copy a text. [3]