

COMPUTER APPLICATIONS

[10]

I. Fill in the blanks:

1. ----- is a program used to draw, colour and edit pictures in Microsoft Windows.
2. The default background colour of Paint window is -----.
3. The ----- option is used to select the whole image.
4. The ----- option is used to delete the selected portion of an image.
5. To crop a picture use ----- option.
6. To start a new paragraph in notepad press ----- key.
7. The New option is in the ----- menu.
8. The ----- menu contains the Font option.
9. To select a ----- just double click the word.
10. ----- stores file in text format.

II. Name the following

[15]

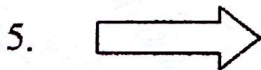
1. Changing the look of the document.
2. Basic text editor used for creating and editing documents.
3. Option used to rotate an image.
4. Tab used in the Paint window to see the full screen view of the image.
5. Two keys used to delete a text in Notepad
6. Two tools used to select regular and irregular portions of an image in Paint.
7. Two buttons in the Quick Access toolbar.
8. Three options in the Edit menu
9. Three parts of a Paint Window

III. Answer the following:

1. What is Clipboard? [2]
2. Write down the steps to open an existing document in Notepad. [2]
3. How can you print a document? [2]
4. Write down the steps to select any text in Notepad. [2]
5. Write down the steps to select an irregular portion of an image. [2]

6. What is the use of Invert selection option? [2]
7. Write down the name of the tab, option, button used to resize an image in Paint. [3]
8. Write down the name of the tools used to draw the following shapes in Paint. [5]

1. _____



IV. Jayan wants to **Exit** from Notepad window. Complete the following steps by selecting the suitable options from the brackets to help him to exit from notepad.

1. Click on the -----(**Edit / File**) menu.
2. Click on the -----(**Exit / Close**) option. [1]

V. Priya wants to **save a file in Notepad**. Fill the correct options in the following steps to help her to save her file in Notepad. [2]

1. Click the -----(**File / Edit**) Menu.
2. Click the -----(**New / Save As**) option.
3. Type the name of the file in the ----- (**File name / Save As Type**) box.
4. Click the ----- (**Save / open**) button.

VI. Complete the following steps to **change the background colour of a Paint window**.

1. Click on the ----- (**Home / View**) tab.
2. Click Color 2 and then select the desired colour in the -----(**Image / Colors**) group.
3. Click the Fill with Color tool in the ----- (**Tools / Shapes**) group.
4. Move the mouse pointer over the -----(**Drawing / Ribbon**) area. [2]