

# MAR THOMA RESIDENTIAL SCHOOL

Thiruvalla

Second Terminal Examination 2017 - 2018

Computer Application

Class : III

Marks : 50

Time : 90 mins

## 1. Fill in the blanks

( 1X 6 =6)

1. Changing the look of the text is known as .....
2. .... is a basic text editor.
3. The cut or copied portion of an image is stored in a temporary place called .....
4. The ..... and ..... commands are used to copy a selected text.
5. To select a word in Notepad , just ..... the word.
6. The ..... command is used to rotate an image in paint.

## 2. Answer the following

(3 X 7 = 21)

1. Write the steps to move the selected portion of an image.
2. What is flipping in paint ?
3. What is Undo and Redo option?
4. What is the difference between Cut and Copy option?
5. What is resizing an image ?
6. Write the steps to open notepad.
7. How can you print a document?

## 3. Write the use of the following.

(2 X 8 =16)

1. Rectangular selection tool
2. Free Form selection tool.
3. Crop tool
4. Select all option
5. Zoom in
6. Zoom out
7. Print option.
8. Delete option.

**4. Match the following.**

**(1 X 5 = 5)**

- |                      |                      |
|----------------------|----------------------|
| 1. Rotate an image   | a. Print option      |
| 2. Create duplicate  | b. Close/Exit        |
| 3. Select everything | c. Rotate option     |
| 4. Get hard copy     | d. Select All        |
| 5. Quit notepad      | e. Copy Paste option |

**5. The steps to save a file are given below . Rearrange the steps in proper order.**

**2**

- i. Select location where you want to save the file.
- ii. Click File menu.
- iii. Enter the name of the file and press save.
- iv. Click Save option. The Save as dialog box appears.