

MAR THOMA RESIDENTIAL SCHOOL

Thiruvalla

Second Terminal Examination 2017 - 2018

Computer Application

Class : IV

Marks : 50

Time : 90 mins

I. Answer the following

(18)

1. Write the various components of the word window. 3
2. What is formatting and editing in MS Word? 4
3. Write a few sentences on Microsoft Word 2007. 3
4. What is the significance of the Spelling and Grammar feature in Word? 2
5. Write the steps Open Microsoft Word 2007. 2
6. Write the steps to save a word document. 2
7. Write the steps to find the synonym of a word. 2

II. Write the difference between the following

(2 X 2 = 4)

1. Cut and Copy.
2. Undo and Redo.

III. Fill in the blanks.

(11)

1. Microsoft Word is a
2. The and are used to delete unwanted text.
3. The keys are used to move around the document.
4. The feature replaces a word with its synonyms or antonyms.
5. operation removes the selected text from its original location.
6. The Ctrl + V is shortcut key to text.
7. The key when pressed starts a new paragraph.
8. The key when pressed displays the Microsoft Word help window.
9. The is a place where you can store your file so that you can access them from any other machine.
10. To close a document click on the from File tab.

IV. Name the following.

(11)

1. Name the buttons found on the Quick Access Toolbar.
2. The area where the name of the document is displayed.
3. The command used to move the selected text.
4. Three views available in Microsoft Word.
5. The shortcut key for Undo.
6. The shortcut key for Copying the selected text.
7. The component of MS Word which shows the width and height of the page.

V. Write the mouse action to select the following.

(2 X 3 = 6)

1. A word
2. A sentence
3. A paragraph