

# Bhartiyam International School

Pre-Mid Term Assessment (2022-23)

Subject: Computer Application (Set-1)

Class: IX

Date: 13/07/2022

Max. Mark: 40

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Duration: 90 Mins

1. Fill in the blanks by choosing the correct option:

(1 x 10 = 10 Marks)

application	home	margin	font color	portrait and landscape
scroll	rows & columns	file	insert	exit

- \_\_\_\_\_ tab contains the Change Case option.
- \_\_\_\_\_ tab contains the Table button.
- The larger window of MS Word program is \_\_\_\_\_ window.
- \_\_\_\_\_ tab menu contains the New option.
- \_\_\_\_\_ option from the File tab menu is used to close the Word application.
- A table is an organized arrangement of text in the form of \_\_\_\_\_.
- The distance between the written text and the edge of a paper is known as \_\_\_\_\_.
- You can change the color of the text by using the \_\_\_\_\_ option.
- Word provides two types of page orientation \_\_\_\_\_.
- \_\_\_\_\_ bars help to navigate through different portions of document.

2. Short answer type questions.

(2 x 5 = 10 Marks)

- What do you mean by Formatting?
- What are Header and Footer?
- Name the four categories of Text alignment.
- What do you understand by the term "toggle case"? Explain.
- What are the different components of a Word window?

3. Long answer type questions.

(3 x 5 = 15 Marks)

- How many font case are available in Word? Briefly explain each type of case.
- Why do we add graphics to a document? From where can you insert an image to a document?
- List the three ways of creating a blank document in MS-Word
- Explain the method of merging cells of a table.
- How to insert page number on every page of a document?

4. Very long answer type question

(5 Marks)

- Whenever you try to close a document without saving it, Word displays an Alert message box with 3 different options. Name these options and write down their respective functions.