

ST. THOMAS SCHOOL, LONI

Worksheet (Cycle test III)

Subject-Computer

Class – II - ____

Note: Kindly paste the given worksheet in the computer notebook. Date of submission-22 November 2019

Name: _____ **Roll No:** _____ **Date:** _____

Q1. State True or False:

- A. Icons are the background display of the desktop.
- B. The shortcut key to print a document is 'Ctrl+P'.
- C. The file tab is placed above the Quick Access Toolbar.
- D. The first step to start a computer is to switch on the monitor button.

Q2 Tick the correct option:

- A. _____ option is used to create a new blank document.
a. Save b. New c. Close
- B. The first display screen of the windows 10 is called_____.
a. Title Bar b. Icons c. Desktop
- C. To close the word 2016 application, click on the File tab and select the _____ option.
a. Close b. New c. Save
- D. _____ button on the title bar makes the WordPad window smaller in size.
a. Restore down b. Close c. Minimize

Q3. Fill in the blanks:

- A. To turn off the computer, click on the start > power > _____ button.
- B. The _____ scroll bar is present at the bottom of word 2016 window.
- C. The _____ bar displays the name of the document and followed by the program name.

Q4. Label the picture with the help of given hints:

ICONS

TASKBAR

DESKTOP



Q5. Match the following:

- | | |
|--|-----------|
| A. Prints Document | Ctrl+N |
| B. The top-most blue bar of an application | Ctrl + P |
| C. Creates a new file | Desktop |
| D. The first display screen | Title bar |

Q6. Answer the following questions:

A. What is windows?

B. How is Word 2016 useful to us?
