



Syllabus :
Chapter - VII

CLASS - 3 REAL LIFE LEARN COMPUTERS

Time : 1 hour]

[Max. Marks : 25

Name :

Section : Roll No.....

25

1. Answer the following questions :

5 × 2 = 10

1. How can you open Notepad ?

Ans :

.....

.....

2. Write the steps involved in opening notepad file.

Ans :

.....

.....

3. How can we create a new file ?

Ans :

.....

.....

4. Write the names of menu's in menu bar of Notepad.

Ans :

.....

.....

5. Write any five options of edit menu.

Ans :

.....

.....

II. Fill in the blanks :

5 × 1 = 5

1. option is used to change font size, style of the text.
2. option is used to copy the selected text.
3. option is used to change the text in paragraph format.
4. Status bar is present in menu.
5. is used to search a word in Notepad.

III. Match the following :

5 × 1 = 5

- | | | |
|--------------|-----------|-----------------------------------|
| 1. Replace | () | (A) to change font size and style |
| 2. Print | () | (B) replace a word with another |
| 3. Find | () | (C) paragraph format |
| 4. Font | () | (D) to print a file |
| 5. Word wrap | () | (E) search a word |

IV. Fill the missing letters :

5 × 1 = 5

1. R PL CE

2. W RDW P

3. U D

4. V W

5. F RM T