

O. P. JINDAL SCHOOL, SAVITRI NAGAR
Annual Examination (2022 – 2023)

Class/Section: III
Subject: Information Technology (IT)

MM: 40
Time: 1 Hr.

Name: _____

Class/Section: _____

Roll No.: _____

Invigilator's sign: _____

Marks Obtained: _____

Examiner's sign: _____

General Instructions: All questions are compulsory.

SECTION – A

Q.1 Tick out the correct option:

(10 x 01 = 10 Marks)

- i) How many keys are there on a keyboard?
a) 104 b) 100 c) 150 d) none of these
- ii) Which key is used to give space between the words?
a) Enter b) Spacebar c) Shift d) all of these
- iii) option is used to create a new blank document.
a) Save b) New c) Close d) none of these
- iv) How many scroll bars are there in MS Word?
a) 1 b) 4 c) 2 d) all of these
- v) The extension of a saved file in MS Word 2010 is
a) .doc b) .dos1 c) .docx d) none of these
- vi) The Logo commands are called
a) Primitives b) Turtle c) Language d) all of these
- vii) The shape of the turtle is
a) Square b) Triangular c) Circular d) none of these
- viii) The key executes the command.
a) Ctrl b) Escape c) Enter d) all of these
- ix) Which of the following is a function of Logo?
a) To draw pictures b) To do calculations c) Both a and b d) none of these
- x) The white bar where you type the commands, is known as
a) Recall list Box b) Command Input Box c) Main Screen d) all of these

SECTION – B

Q.2 Fill in the blanks:

(05 x 0.5 = 2.5 Marks)

[Hints: Computer, LT 90, Program, Enter, Word processing]

- i) Microsoft Word is a _____ software.
- ii) We should not press the _____ key at the end of each line.
- iii) Logo is a _____ language.
- iv) The _____ command will turn the turtle towards the left by 90 degrees.
- v) A set of primitives written one after another is called _____.

SECTION – C

Q.3 Check whether the following statements are true or false:

(05 x 0.5 = 2.5 Marks)

- i) A common keyboard has 140 keys. _____
- ii) The Backspace key is used to erase the character on the right. _____
- iii) The Title bar contains the buttons for saving a document. _____
- iv) The shortcut key to print a document is Ctrl + P. _____
- v) Logo commands are known as Programs. _____

SECTION – D

Q.4 Match the column-

(05 x 01 = 05 Marks)

- | | |
|-------------------------|------------------------|
| i) FD | Computer program. |
| ii) Two parts of turtle | open a saved document. |
| iii) LOGO | Forward. |
| iv) Ctrl + S | Head and Tail. |
| v) Ctrl + O | save a document. |

SECTION – E

Q.5 Very short answer the following questions:

(05 x 02 = 10 Marks)

- i) Which key combination moves the cursor to the bottom of a document?

- ii) Which toolbar consists of buttons to access the commonly used commands?

iii) Which key brings the cursor down to the next line?

iv) What are the parts of a Logo screen?

v) Which command is given to make the turtle take a half turn?

SECTION – F

Q.6 Answer the following questions: (Any Two)

(02x05=10 Marks)

i) What is the use of Shift key? How many Shift keys are there on a keyboard?

ii) How is Microsoft Word useful to us?

iii) What is a turtle? List the activities that you can do using logo.
