Q. 1 Tick ( $\checkmark$ ) the correct answers.

1. Into how many generations are computers classified?
a. Four
b. five $\square$ c. six $\qquad$
2. Which key combination is pressed to select all files and folders at once?
a. $\mathrm{Ctrl}+\mathrm{S}$
b. $\mathrm{Ctrl}+\mathrm{F}$ $\square$ c. $\mathrm{Ctrl}+\mathrm{A}$ $\square$
3. The outline given to a page is called $\qquad$ .
a. Page shading.
b. Page border. $\square$ c. Hanging indent. $\qquad$
4. The unwanted part of a picture can be removed using the $\qquad$
$\square$
a. Crop tool $\square$ b. Resize tool. $\square$ c. Insert tool.
5. The intersection of a row and a column is called $\qquad$ .
a.cell $\square$ b.word $\square$ c. table
$\square$
6. Second generation computers used transistors.
7. Gadgets provide information and are fun to use.
$\qquad$
8. Text cannot be inserted into a shape.
$\qquad$
9. The horizontal arrangement is called a row.
$\qquad$
10. There are seven types of indents.
Q. 3 Match the columns.

| Column A | Answer | Column B |
| :--- | :--- | :--- |
| 1. Ctrl + V |  | Layout tab |
| 2. PRITHVI |  | Vertical arrangement in a table |
| 3. Header and Footer |  | Supercomputer |
| 4. Column |  | To paste a copied file |
| 5. Merge Cells |  | Insert tab |

Q. 4 Name the following.

1. The first calculating device.
2. The maximum number of columns MS Word has.
3. The default margin setting for all four sides of a page is.
4. The collection of built-in pictures in MS Word is called.
5. Any two default libraries of windows7.
Q.5. Label the icons correctly from the given option:
(Shapes, Table, Watermark, picture, Page borders)
6. 


2.

3.

5.

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