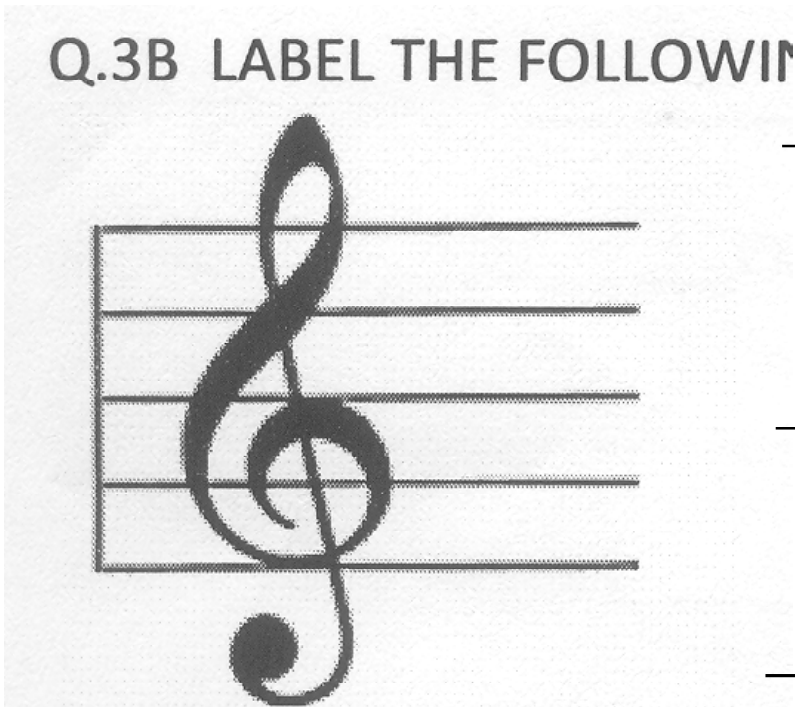


Q4. Give shortcut keys for the following: (12M)

- 1. Save- _____
- 2. Underline- _____
- 3. Print- _____
- 4. Bold- _____
- 5. Copy- _____
- 6. Italic- _____
- 7. Undo- _____
- 8. Redo- _____
- 9. Cut- _____
- 10. Paste - _____
- 11. Whole Document - _____
- 12. Grow Font - _____

Q.5 Label the parts of a Computer System:-

(6 M)



Q.6 Answer the following question:- (Any 4)

(12 M)

Q1. What is Desktop!?

Ans. _____

Q2. What is Microsoft Office?

Ans. _____

Q3. What is an Icon?

Ans.

Q4. Where is Office button located?

Ans.

Q5. Where are all the deleted files are stored?

Ans.

Q6. What is Microsoft Word?

Ans.
