

Q3. True or False:

(5M)

1. Footnote is used to identify where you left off. _____
2. Change case option is used to change case of text. _____
3. In bookmark symbols are given on particular word and the meaning of that word is given at end of that pag followed by symbol. _____
4. Page break option is used to start next page at current position. _____
5. The insertion point which looks like an I- beam is free to move freely on screen. _____

Q 4. Give the full forms of the following:

(6M)

1. OS- _____
2. GUI- _____
3. VDU- _____
4. PC- _____
5. Ctrl- _____
6. ROM- _____

Q 5. Answer the following questions YES or NO.

(4M)

1. Windows is an Operating system.
2. The screen that gets displayed after successful booting of computer is called Icon.
3. Help messages, important instructions gets displayed in title bar.
4. To restore a minimized window, you need to click the mouse to restore button.

Q 6. Answer the following question in one or two sentences: (Any 5) (15M)

1. What is Microsoft Word?

Ans. _____

2. What is Windows?

Ans. _____

3. What is a Folder?

Ans. _____

4. Name all Microsoft office application.

Ans. _____

5. What is GUI? Explain.

Ans. _____

6. Where does a deleted file or folder go after delete operation?

Ans. _____

7. How will you change the size of the windows?

Ans. _____

