



B.K. BIRLA CENTRE FOR EDUCATION

SARALA BIRLA GROUP OF SCHOOLS
A CBSE DAY-CUM-BOYS' RESIDENTIAL SCHOOL

Term-I Examination: 2026-27 Information Technology – Set 1

Class: III A

Date: 02-09-2026

Admission No.

Answer Scheme

Time : 1.5 hr.

Max Marks:40

Roll No.:.....

Note: Write the answers in the question paper itself.

Q1. Tick the correct option for the given statements.

(5 x 1 = 5)

- Windows, UNIX, and LINUX are examples of:
a) Application Software b) Hardware c) **Operating Systems**
- The small pictures or symbols present on the desktop are called:
a) **Icons** b) Wallpapers c) Buttons
- The blank white area where you type text and insert graphics is called the:
a) Status Bar b) **Working Area** c) Ribbon
- What is the standard file extension for a Word file?
a) .txt b) **.doc** c) .xls
- Which tool is used to create an exact copy of a shape?
a) Rotation b) **Stamp** c) Commit

Q2. Match the following.

(5 x 1 = 5)

- | | | |
|--------------------------|---|---|
| 1. Webcamera | → | a. Used to set the width and height of a document |
| 2. Double-Headed Arrow | → | b. The main drawing area |
| 3. Ruler | → | c. An input device |
| 4. When text is selected | → | d. Used for resizing a window or picture. |
| 5. Canvas | → | e. Highlighted on the screen |

Q3. Fill in the blanks with the help of given options.

(5 x 1 = 5)

[Minimize, Home, Word processing, Spell-checking, 10]

- Word processing software is used specifically for typing and editing letters.
- Minimize button is used to shrink a window to the taskbar.
- Spell-Checking feature allows you to correct spelling errors in your document.
- The Find and Replace feature is located on the Home tab.
- There are 10 different types of brushes are available in the Brushes tool.

Q4. Write 'T' for correct statement and 'F' for incorrect statement. (5 x 1 = 5)

- i. The hard disk is a storage device found inside the CPU box. - **T**
- ii. The Start button is located at the bottom right corner of the taskbar. - **F**
- iii. To deselect text, you can click anywhere in the working area of the document. - **T**
- iv. Copying text removes the original text from its place. - **F**
- v. The Rotation handle is used to view a shape from different angles to give it a 3D effect. - **T**

Q5. Write the answers to the following questions. Answer any four questions. (4 x 2 = 8)

- a. Imagine you have a brand-new computer with a monitor, keyboard, and mouse, but you forgot to install an Operating System. Will you be able to play your favorite game? Give reason.

Ans: No, I won't be able to play my favourite game as an Operating system is the first software need to make the computer hardware work.

- b. What are the three main buttons to switch off the computer? Write in correct order.

Ans: The three main buttons to switch off the computer systems are Start Button, Power Button and Shut down button.

- c. Why is it important to use the Preview feature before printing a document?

Ans: It is important to use Preview the document before printing it so that it gives us the idea how my document will look like after printing the physical copy.

- d. Write the shortcut key for the following tasks:

i. To Bold the selected text - **CTRL + B**

ii. To Save the document - **CTRL + S**

- e. Riya wants to make a digital poster of a "Forest Scene." Instead of drawing every animal by hand, which specific section of the 3D shapes tool should she use to quickly add a 3D tiger or a 3D person to her project?

Ans: To help Riya quickly add a tiger or a person to her project without drawing them by hand, she should use the 3D models section of the 3D shapes tool.

Q6. Do as directed. Answer any three tasks.

(4 x 3 = 12)

- a. Write below each picture whether it is an input device, output device, storage or processing device:



i. -- **Input Device**



ii. -- **Storage Device**

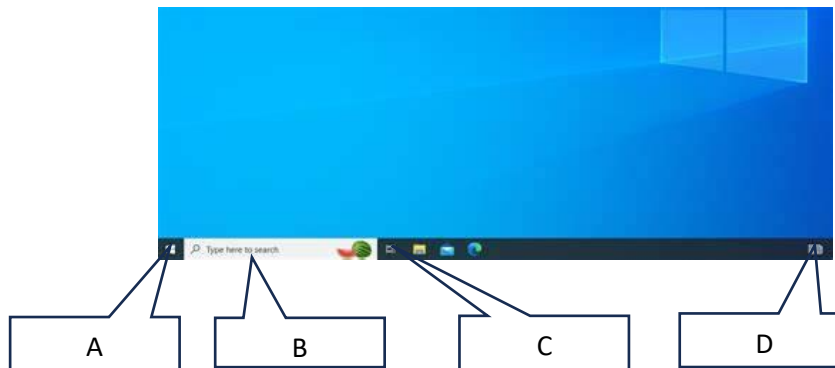


iii. -- **Output Device**



iv. -- **Output Device**

- b. Identify the components of a taskbar and label them:



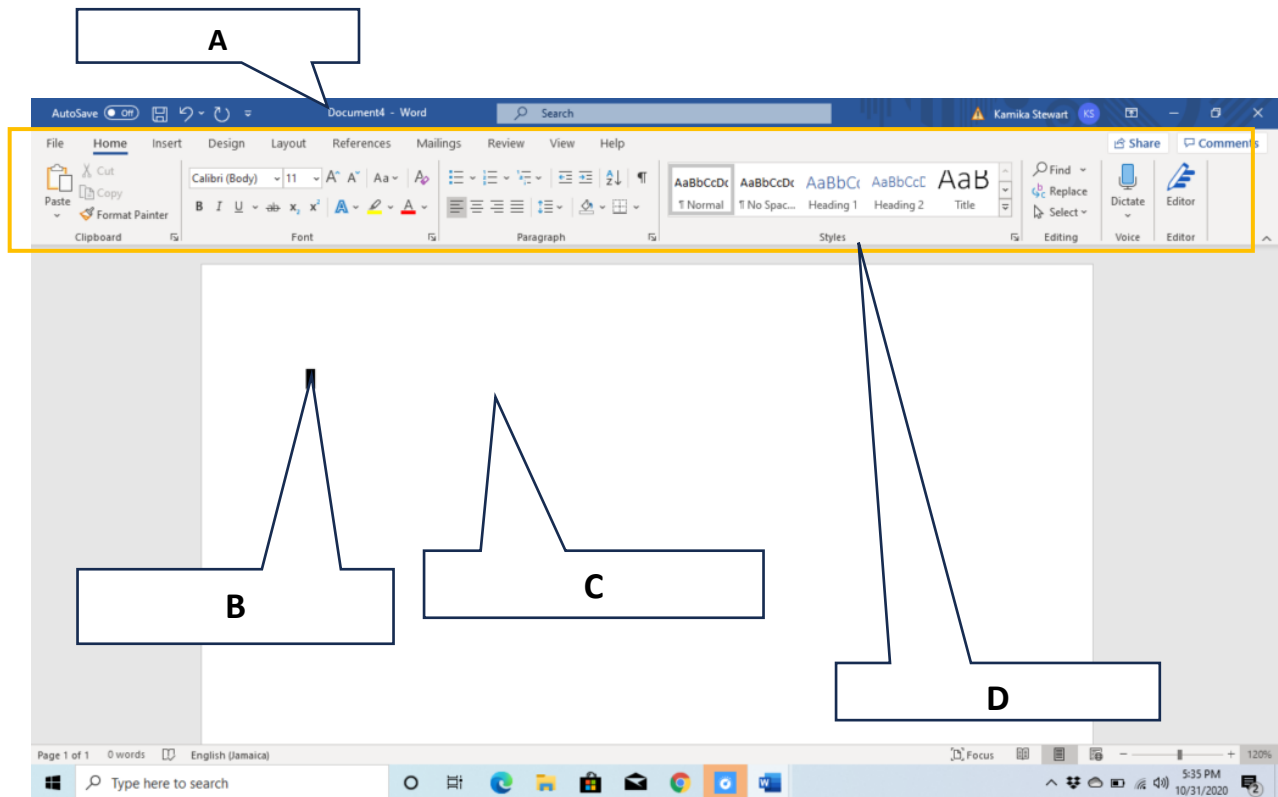
A – **Start Button**

C – **Task View**

B – **Search Box**

D – **Notification Area**

c. Identify the components of MS word 2016 and label them:



A – Title Bar

C – Working Area

B – Cursor

D - Ribbon

d. Identify the MS 3D Paint Tools and components and label them:

