



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 2

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)

- A set of programs that tell a computer what to do is called:
a) **Software** b) Hardware c) Storage devices
- Where do you have the option to shut down Windows?
a) In This PC b) **Start Button** c) On Top right corner of Desktop
- The blank white area where you type text and insert graphics is called the:
a) Status Bar b) **Working Area** c) Ribbon
- Which of the following is a word processing software?
a) MS Excel b) MS PowerPoint c) **MS Word**
- _____ is used to complete the drawing process in Paint 3D.
a) Rotation b) Stamp c) **Commit**

Q2. Match the following.

(5 x 1 = 5)

- | | | |
|--------------------------|---|--|
| 1. Microphone | → | a. Highlighted on the screen |
| 2. Double-Headed Arrow | → | b. To Zoom-In or Zoom Out the working area |
| 3. Zoom Slider | → | c. An input device |
| 4. Names Toggle Tool | → | d. Used for resizing a window or picture. |
| 5. When text is selected | → | e. To hide or show the tool names |

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.

- iv. The Find and Replace feature is located on the ___ **Home** ___ tab.
- v. 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. Keyboard, Mouse, CPU are parts of hardware. - ___ **T** ___
- ii. Background of the desktop can't be changed. - ___ **F** ___
- iii. After creating a document, we cannot take the it's printouts. - ___ **F** ___
- iv. Copying text allows us to save time and labour - ___ **T** ___
- v. 3D models are readymade models of animal and humans. - ___ **T** ___

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

- a. What is Computer Hardware? Write any two examples of the computer hardware.

Ans: Any physical components that we can touch or see of the computer system is called computer Hardware. The two examples are – Keyboard, Mouse, Monitor (any two).

- 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 Underline the selected text - ___ **CTRL + U** ___
- ii. To Italicise the selected text - ___ **CTRL + I** ___

- e. Rohan 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 he use to quickly add a 3D tiger or a 3D person to his project?

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

Q6. Do as directed. Answer any three tasks.

(3 x 4 = 12)

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

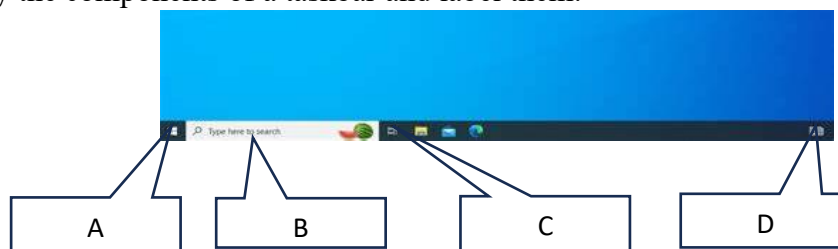
i.  -- Input Device

ii.  -- Storage Device

iii.  -- Storage Device

iv.  -- Output Device

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



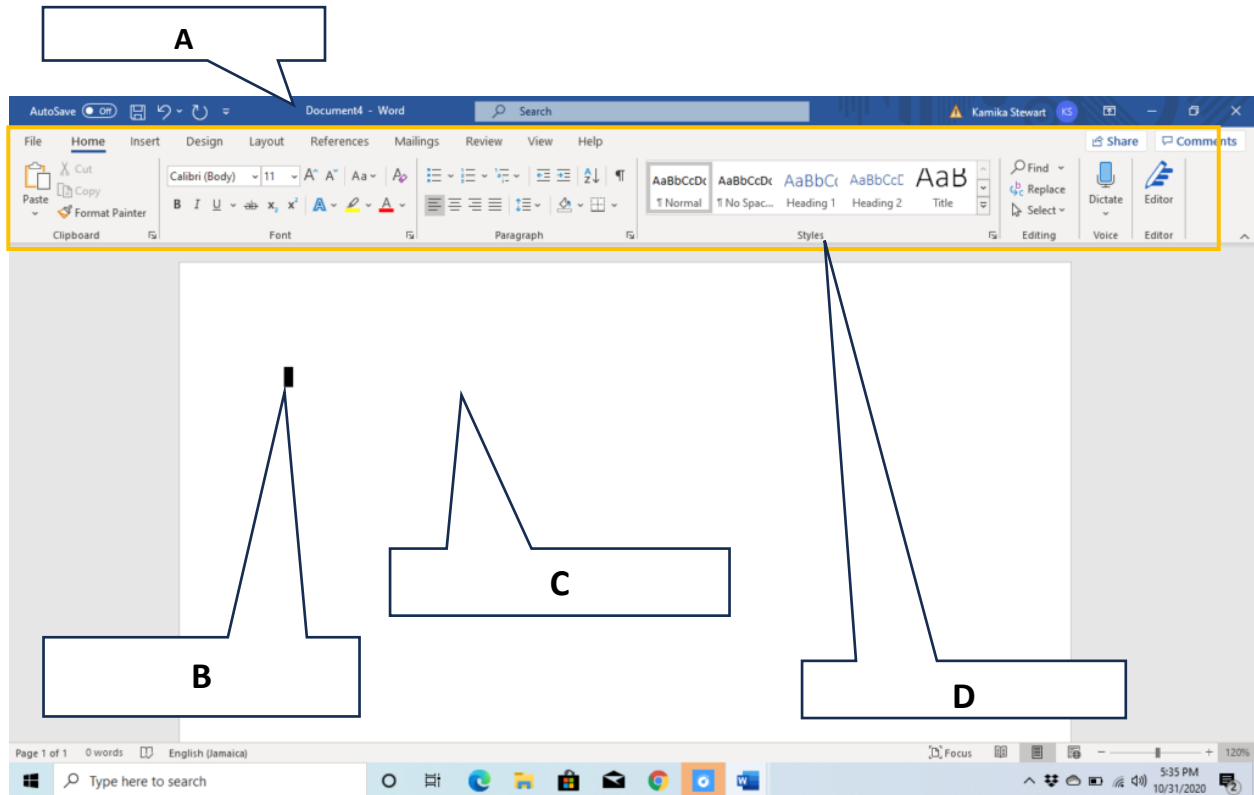
A – Start Button

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 desktop components and label them:

