



**Q2. State True or False for the following statements****(4 x 1 = 4)**

- i. A DVD can store more data than a Blu-ray Disc. - **True**
- ii. A folder cannot contain another folder inside it. - **False**
- iii. WordArt is used to create decorative text styles like shadows or reflections. - **True**
- iv. The Slide Pane, is located on the left side of the window. **True**

**Q3. Match the following:****(4 x 1=4)**

| Column A            | Column B                                          |
|---------------------|---------------------------------------------------|
| a) Pixels           | i) Small graphic symbols used for lists           |
| b) Power Button     | ii) Used to change the color and style of a table |
| c) Bullets          | iii) Tiny dots that make up images on a monitor   |
| d) Table Design Tab | iv) Options to sleep, shut down, or restart.      |

**Section B– Short answer questions****Q4. Write the answer in short(2-3 sentences). Attempt any three questions.****(3 x 2 = 6)**

- i. What is Input device? Mention and explain anyone function of the input device.

**Ans:** The device which is used to give instructions to the computer are called input device. Keyboard is an example of an input device. It is used to give the data in the form of text, numbers or symbols or special characters to the computer.

- ii. What is directories in computer system?

**Ans:** Folders in computer system are called directories.

- iii. What is Word Art? Why do we use Word Art in a Word document?

**Ans:** WordArt is an option in MS word. It is used to create decorative text styles like shadows or reflections.

- iv. Explain Superscript and Subscript effects on text in MS Word.

**Ans:** The text effect in MS Word that places the selected text slightly **above** the baseline is called Superscript. The text effect in MS Word that places the selected text slightly **below** the baseline is called Subscript.

- v. Write any two benefits of PowerPoint presentation.

**Ans:** It helps present ideas effectively. It has a strong visual impact on audiences, and is widely used in business meetings and classrooms.

**Section C– Long answer questions****Q5. Write the answer in 4-5 sentences. Attempt any two questions.****(2 x 3 = 6)**

- i. The Control Unit (CU) is called the "traffic policeman" of the computer. If the CU stops working, how would this affect the relationship between the input devices and the output devices?

**Ans:** The CU is responsible for managing the operations of a computer. If the CU stops working, the IPO cycle will not get completed and we will not receive any output of the given instructions.

ii. What is file explorer? Mention the need of File explorer.

**Ans:** File Explorer is an application which gives detailed information of files, folders and drives. We need File explorer to view, create, delete, copy, move, rename and search the files.

iii. You are creating a 20-page project about SST. You want the title "My Government" to appear at the top of every single page without typing it 20 times. Explain which tool you would use and why?

**Ans:** I will use Header option to add the title – My Government on top of every page without typing it 20 times. Header option makes the text appear on each page automatically.

### Section D – Application based/ Picture Based Questions

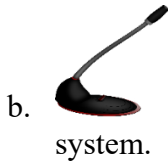
#### Q6. Do As Directed.

(4 x 4 = 16)

i. Identify the following devices and write their use:



--- This is Joystick. It is an input device used to play the games.



---- This is Microphone. It is an input device used to store audio into computer system.

ii. Complete the steps to insert a page number in a word document and rewrite it in the answer sheet:

Step1: Click the **Insert** tab.

Step2: Select the Page Numbers from **Header and Footer** group. A dropdown list appears.

Step3: Select the **Location** of the page numbers.

Step4: Select the desired style and close the **Header and Footer** from **Close** group in the Design tab.

iii. Complete the steps to insert picture to a word document and rewrite the steps in the answer sheet:

Step1: Click on **Insert** tab.

Step2: Go to **Illustration** groups and click on **Pictures** > This device option. An Insert Picture Dialogue Box will appear on screen.

Step3: Browse and choose the desired picture and click on **Insert** button.

iv. Identify the following labeled components of PowerPoint window and write them in answer sheet:

**Ans:**      **A – Menu Bar**  
              **B- Slide**  
              **C – Slide Show**  
              **D – View Button**

\*\*\*\*\* ALL THE BEST \*\*\*\*\*