

FORMATIVE ASSESSMENT – SECOND MID TERM

ENTER THE WORLD OF IT

Max. Marks: 25

Std - II

Time: 1½ Hrs

Name of the School:	Name of the Student:
Place:	Roll No.:

I. Choose the correct answer: 1 x 5 = 5

1. Word pad is a simple _____.

a) spread sheet b) word processor c) database d) presentation
2. Selection can be made using _____.

a) keyboard b) mouse c) pen d) both (a) and (b)
3. Click file > _____ command for saving a document.

a) store b) keep c) save d) new
4. Unwanted text can be deleted using the _____.

a) enter b) backspace c) delete d) backspace and delete
5. The _____ operation removes the text from it’s original location.

a) cut b) copy c) move d) select

II. Missing words: 1 x 4 = 4

6. B ____ C ____ S ____ CE
7. E ____ T ____ R
8. K ____ Y B ____ A ____ D
9. M ____ U ____ E

III. 10. Draw a mind map on short cut keys and their functions: 1 x 5 = 5

IV. Answer the following:

3 x 2 = 6

11. How do you start wordpad?

12. What is meant by copying?

13. What is an insertion point?

V. Who am I?

1 x 5 = 5

14. I am an icon on the standard tool bar. I am used to make the text appear in bold.

15. I am an icon on the standard tool bar. I am used to underline the text.

16. I am one of the applications you can enter and store text using me.

17. I am the vertical bar. I indicate where you are in a document.

18. I am an icon on the tool bar. I am used to store the document.
