



## FORMATIVE ASSESSMENT – SECOND MID TERM

### ENTER THE WORLD OF IT

**Max. Marks: 25**

**Std - II**

**Time: 1½ Hrs**

<b>Name of the School:</b> <hr/>	<b>Name of the Student:</b> <hr/>
<b>Place:</b> <hr/>	<b>Roll No.:</b> <hr/>

**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?

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12. What is meant by copying?

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13. What is an insertion point?

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**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.

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

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

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

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

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