



ITL Public School

Pre-Half Yearly (2018-19)

Computer Applications-Worksheet

Name- _____

Roll No. _____

1. Fill in the blanks-

- A. _____ is the vertical distance between successive lines of text.
- B. _____ and _____ are two types of memory.
- C. A _____ copies the text and pictures directly into the computer.
- D. Default tab stops at every _____ inch.
- E. The _____ tool is used to copy and apply text formatting and some basic graphics.

2. Answer in one word-

- A. The amount of space which is left from the edge of the page is called _____
- B. Name a placeholder where text can be entered. _____
- C. Which feature allows you to add special text effects? _____
- D. Which is the default orientation in Word 2016? _____
- E. Which option is used to give common heading to all the pages? _____
- F. Which device gives the output on a paper? _____
- G. Which device is used for recording audio and video of high quality. _____

3. Match the following-

Selects the entire text	Control + Z
Redo	Control + A
To Paste	Control + V
Undo	Control + Y
To Print	Control + P

4. How many bits and bytes are required to store these words:-

a. ITL = _____ bits _____ bytes

b. SCHOOL= _____ bits _____ bytes

5. Find the two Input and Output Devices out of the below given devices-

Mouse, Speaker, Printer, Light Pen, Projector	
<u>Input Devices</u>	<u>Output Devices</u>
1.	1.
2.	2.

6. Name the keyboard keys-

A. Which key is used to go to the next line- _____

B. Which key is used for special functions- _____

C. Which key is used to cancel any operation- _____

D. Which key is used to give space- _____

E. Which key moves the cursor several spaces forward at once- _____

F. Which key is used to capitalize the text- _____

7. Complete the following

