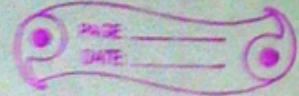


Revision

11th std

Computer



1. which option is used to save the document

A - Save AS

2. which bar is used to format the text?

A - Formatting Toolbar

3. which bar shows the name of the program and the name of the document?

A - Title bar

4. what is short command to print a document

A - Ctrl + P

5. MS-Word is word processing _____

A - Software

6. _____ contains various menus that helps you to work easily.

A - Menu bar

7. _____ displays the width of your word document

A - Ruler

8. _____ is the vertical blinking line in the work area, which shows the current typing position.

A - cursor

9. _____ are used for drawing
or ~~listening~~ inserting figures in a document

A - Drawing Toolbar

10. _____ consists of buttons for the most
commonly used commands like
Saving, opening, Printing etc

A → Toolbar

11. _____ key is used to open a saved
document

A - ctrl + O

12. _____ option is used to print document

A - Print

13. To get out printout of a document
we click on _____ menu

A - file

14. To open a saved document we
click on _____ menu

A - file

15. The Shortcut key to close the word
document is _____

A - Alt + F4

16. The Exit option of _____ menu is
used to exit from MS-Word

A - file

17. Editing means typing text

A - false

18. The title bar shows the documents name

A - True

19. Ruler displays the width of the word document

A - True

20. To start MS-Word select
Start → Programs → Microsoft Office
→ Microsoft Office Word 2003

(A) True

(21) _____ is used to go to the beginning of current line

A - HOME

22) _____ goes to the end of current line

(a) HOME (b) CTRL + HOME

A - END

23) _____ goes to the end of document

A - CTRL + END

24) _____ open Start menu

A - CTRL + ESC

25. _____ select all the text

A → Ctrl + A

26. _____ change selected text to

bold

A → Ctrl + B

27. _____ change selected text to Italic

A - Ctrl + I

28. _____ change selected text to

underline

A - Ctrl + U

29. _____ cut selected items

A - Ctrl + X

30. _____ key is used to copy text

A Ctrl + C

31. _____ key open window Task manager

A - Ctrl + Shift + ESC

32. RAM full form

A - Random Access memory

33. ROM full form

A - Read only memory

34) CPU full form

A - central Processing Unit

35. computer full form

A - Common operating machine particularly used for Trade Education and Research