



Subject: Computer

Marks : 20

Class: 6 A/C

Name: _____ Admission # _____ Date _____

Q: Multiple Choice Questions

(10)

1. What is MS Word mainly used for?

- a) Drawing pictures
- b) Creating and editing documents
- c) Playing games
- d) Browsing the internet

2. Which tab is used to change the font style and size?

- a) Insert
- b) Home
- c) Review
- d) View

3. Which shortcut key is used to save a document?

- a) Ctrl + P
- b) Ctrl + S
- c) Ctrl + C
- d) Ctrl + X

4. Which option is used to make text bold?

- a) U
- b) I
- c) B
- d) F

5. Which tab is used to insert pictures into a document?

- a) Home
- b) Design
- c) Insert
- d) Layout

6. What does Ctrl + C do?

- a) Cut text
- b) Copy text
- c) Paste text
- d) Save text

7. Which feature checks spelling and grammar mistakes?

- a) Word Count
- b) Spell Check
- c) Format Painter
- d) Find

8. Which shortcut key is used to paste copied text?

- a) Ctrl + X
- b) Ctrl + C
- c) Ctrl + V
- d) Ctrl + A

9. Which view shows how the document will look when printed?

- a) Print Preview
- b) Reading View
- c) Outline View
- d) Draft View

10. What is the default file extension of a modern MS Word document?

- a) .pptx
- b) .xlsx
- c) .docx
- d) .jpg

Q: Answer the following questions

(10)

1.If a photograph has been heavily edited, how might it affect people's understanding of reality?

2. Why might a student choose Canva instead of Paint for creating a school presentation?

3. How can using templates in Canva save time? Are there any disadvantages?

4. How can the spell check feature improve the quality of a document?

5. Compare writing an assignment in a notebook and creating it in MS Word. Which method is more efficient and why?
