

QUESTION BANK 2026-27

STD – 3

GETTING AROUND IN WINDOWS 10

CHAPTER – 3

A. Multiple choice questions:

1. What are the small pictures on the desktop called?

- (a) Images (b) Pictures (c) **Icons**

2. What is the screen called that appears after starting a computer?

- (a) **Desktop** (b) Windows (c) Booting

3. The leftmost part of taskbar contains the:

- (a) **Start Button** (b) Search tool (c) Quick launch bar

4. Which application is used to view web pages?

- (a) ISP (b) OS (c) **Browser**

5. Background picture on computer's desktop.

- (a) Icon (b) Themes (c) **Wallpaper**

6. Individual items that store information like documents, image

- (a) **File** (b) Folder (c) Calender

B. Fill in the blanks:

1. Using the **task** view, it is possible to run several desktop screens on a computer.

2. In the Quick Launch Bar, an app can be opened with **single** click.

3. The default browser in Windows 10 is named Microsoft **edge**.

4. You change the settings of the Window 10 OS through **Control Panel**.

5. **Windows 10** comes bundled with bunch of wallpapers.

6. **Folders** are to organize and stop multiple file related to each other.

C. True and False:

1. A theme is a combination of desktop background pictures, window colour and sound. **TRUE**

2. Windows 7 also had tiled Start menu, like Windows 10. **FALSE**

3. The desktop contains taskbar, Icons and wallpaper. **TRUE**

4. Icons on the desktop can represent a program or a file. **TRUE**

5. A file is a collection of multiple folders. **FALSE**

6. Calendar and clock are present in quick launch bar. **FALSE**

D. Name the following:

1. The best and tabbed browser till date – **Microsoft Edge**

2. Right most area of taskbar - **Notification area**

3. Founder of Microsoft - **Bill Gates and Paul Allen**

4. The store from where you can install new apps - **Windows App Store**

5. You click on this picture to open a program or file – **Icon**

E. Match the following:

Column – A

Column - B

1. Photo, drawing or dry image

a. Control Panel (2)

2. Maintenance task

b. Windows button (4)

3. Latest OS by Microsoft

c. Wallpaper (1)

4. Power user mode

d. Windows 11 (3)

F. Answer the following questions:

Q1. Define theme.

A1. Theme is a combination of desktop background picture, window colours and sound.

Q2. Discuss the latest browser by Microsoft.

A2. The latest browser by Microsoft is Microsoft Edge. It is a tabbed and the best browser till date.

Q3. What is booting?

A3. Booting is the process of turning on a computer and loading its operating system, so that it is ready for use.

Q4. Explain the search bar in Windows 10.

A4. The search bar is the text box next to Start button on your taskbar. It lets you find apps, files and web results on computer.

ADVANCED FEATURES OF WORD 2019

CHAPTER – 4

A. Multiple choice questions:

1. What kind of content can be included in documents created using word-processing software?

- (a) Only text (b) Only pictures (c) **Both**

2. What feature in Microsoft Word checks for spelling and grammar errors?

- (a) Proofing (b) Thesaurus (c) **Spelling and Grammer**

3. Which tab contains the Replace command in Word 2019?

- (a) **Home** (b) Insert (c) Review

4. For writing the text at the centre which alignment should be used?

- (a) Left (b) Right (c) **Centre**

5. The shortcut key to cut the text

- (a) Ctrl + C (b) **Ctrl + X** (c) Ctrl + V

6. The command in word used to ignore a particular selected word

- (a) Replace (b) Replace All (c) **Find Next**

B. Fill in the blanks:

1. By default, the text is always aligned to the Left margin.

2. Spelling and Grammer feature helps you to remove errors from the document.

3. Images makes the document more Presentable and easy to understand.

4. Word has an in-built dictionary called Thesaurus.

5. The manner in which text is placed between the margins of a page is called **Alignment**.

6. **Italic** option is used to make text slightly tilted.

C. State True or False:

1. The justify option distributes the text evenly between the left and right margins. **TRUE**

2. The copy and paste commands are used to duplicate the text. **TRUE**

3. The find option is used to locate a specific word or text in a document. **TRUE**

4. The capitalize each word is used to change the text case to uppercase. **TRUE**

5. In upper case, all letters are displayed in small letters. **FALSE**

6. Red wavy underlines represent spelling errors. **TRUE**

D. Name the following:

1. The option helps to insert graphics and images - **Insert**

2. This option which helps us to change the case of letters - **Change case**

3. The amount of white space between the text and the edges of the page - **Page Margin**

4. The white central area of word – **Document area**

5. A set of fun text styles – **Word Art**

E. Match the following:

Column – A

Column – B

- | | |
|-------------------------------|--|
| 1. Grammatical mistakes | a. Save As option (5) |
| 2. Underline the text | b. With the help of Insert tab (4) |
| 3. Review Tab | c. Blue wavy underlines (1) |
| 4. Insert pictures & graphics | d. Used for spelling & grammar check (3) |
| 5. Save a document | e. Underline (2) |

F. Write shortcut keys:

1. Shift + F7 - Thesaurus
2. Ctrl + C - Copy the text
3. Ctrl + X - Cut the text
4. Ctrl + V - Paste the text
5.  + X - Power user mode window button

G. Answer the following questions:

Q1. Write the use of the draw tab.

A1. The draw tab can be used to draw any art with drawing tools like pen, pencils and highlighter.

Q2. What is the use of Thesaurus option in Word 2019?

A2. Thesaurus option helps us find words with same meanings and sometimes opposite meanings for same word.

Q3. What is the use of Spelling & Grammar tool?

A3. The spelling and Grammar tool helps us remove spelling and grammar errors from our document.

Q4. Write the use of Wrap text feature.

A4. The Wrap text feature helps us arrange words neatly around a picture so they fit together well on the page.

Q5. What do you mean by formatting?

A5. Formatting means changing how text looks on the page its font, size, colour, alignment, spacing to make it neat and easy to read.

Q6. What is editing?

A6. Making changes after typing the text in a document is called editing.

Q7. Name the two types of list in word 2019.

A7. The two types of list are:

(i) Bulleted list

(ii) Numbered list

Q8. Name the two types of page orientation in Word 2019?

A8. The two types of page orientation are:

(i) Portrait

(ii) Landscape