



B.K. BIRLA CENTRE FOR EDUCATION

SARALA BIRLA GROUP OF SCHOOLS
A CBSE DAY-CUM-BOYS' RESIDENTIAL SCHOOL

Term-I Examination: 2026-27 Information Technology – Set 1

Class: III A

Date: 02-09-2026

Admission No.

Time : 1.5 hr.

Max Marks:40

Roll No.:.....

Note: Write the answers in the question paper itself.

Q1. Tick the correct option for the given statements. (5 x 1 = 5)

- Windows, UNIX, and LINUX are examples of:
a) Application Software b) Hardware c) Operating Systems
- The small pictures or symbols present on the desktop are called:
a) Icons b) Wallpapers c) Buttons
- The blank white area where you type text and insert graphics is called the:
a) Status Bar b) Working Area c) Ribbon
- What is the standard file extension for a Word file?
a) .txt b) .doc c) .xls
- Which tool is used to create an exact copy of a shape?
a) Rotation b) Stamp c) Commit

Q2. Match the following. (5 x 1 = 5)

- | | |
|--------------------------|---|
| 1. Webcam | a. Used to set the width and height of a document |
| 2. Double-Headed Arrow | b. The main drawing area |
| 3. Ruler | c. An input device |
| 4. When text is selected | d. Used for resizing a window or picture. |
| 5. Canvas | e. Highlighted on the screen |

Q3. Fill in the blanks with the help of given options. (5 x 1 = 5)

[Minimize, Home, Word processing, Spell-checking, 10]

- _____ software is used specifically for typing and editing letters.
- _____ button is used to shrink a window to the taskbar.
- _____ feature allows you to correct spelling errors in your document.

- iv. The Find and Replace feature is located on the _____ tab.
- v. There are _____ different types of brushes are available in the Brushes tool.

Q4. Write 'T' for correct statement and 'F' for incorrect statement. (5 x 1 = 5)

- i. The hard disk is a storage device found inside the CPU box. - _____
- ii. The Start button is located at the bottom right corner of the taskbar. - _____
- iii. To deselect text, you can click anywhere in the working area of the document. - _____
- iv. Copying text removes the original text from its place. - _____
- v. The Rotation handle is used to view a shape from different angles to give it a 3D effect. - _____

Q5. Write the answers to the following questions. Answer any four questions. (4 x 2 = 8)

- a. Imagine you have a brand-new computer with a monitor, keyboard, and mouse, but you forgot to install an Operating System. Will you be able to watch your favourite movie? Give reason.

Ans: _____

- b. What are the three main buttons to switch off the computer? Write in correct order.

Ans: _____

- c. Why is it important to use the Preview feature before printing a document?

Ans: _____

- d. Write the shortcut keys for the following tasks:

- i. To Bold the selected text - _____
- ii. To Save the document - _____

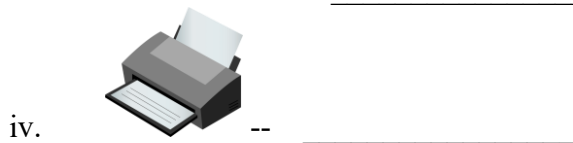
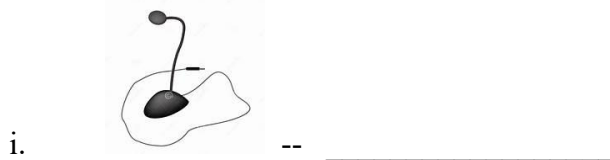
- e. Riya wants to make a digital poster of a "Forest Scene." Instead of drawing every animal by hand, which specific section of the 3D shapes tool should he use to quickly add a 3D tiger or a 3D person to his project?

Ans: _____

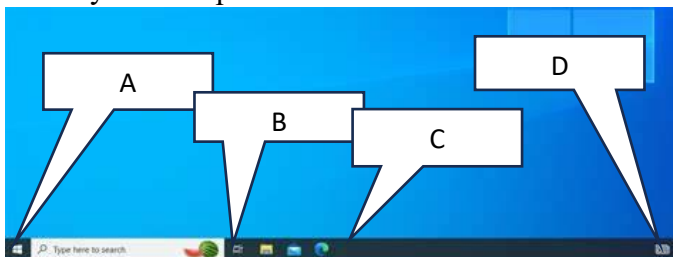
Q6. Do as directed. Answer any three tasks.

(3 x 4 = 12)

- a. Write below each picture whether it is an input device, output device, storage or processing device:



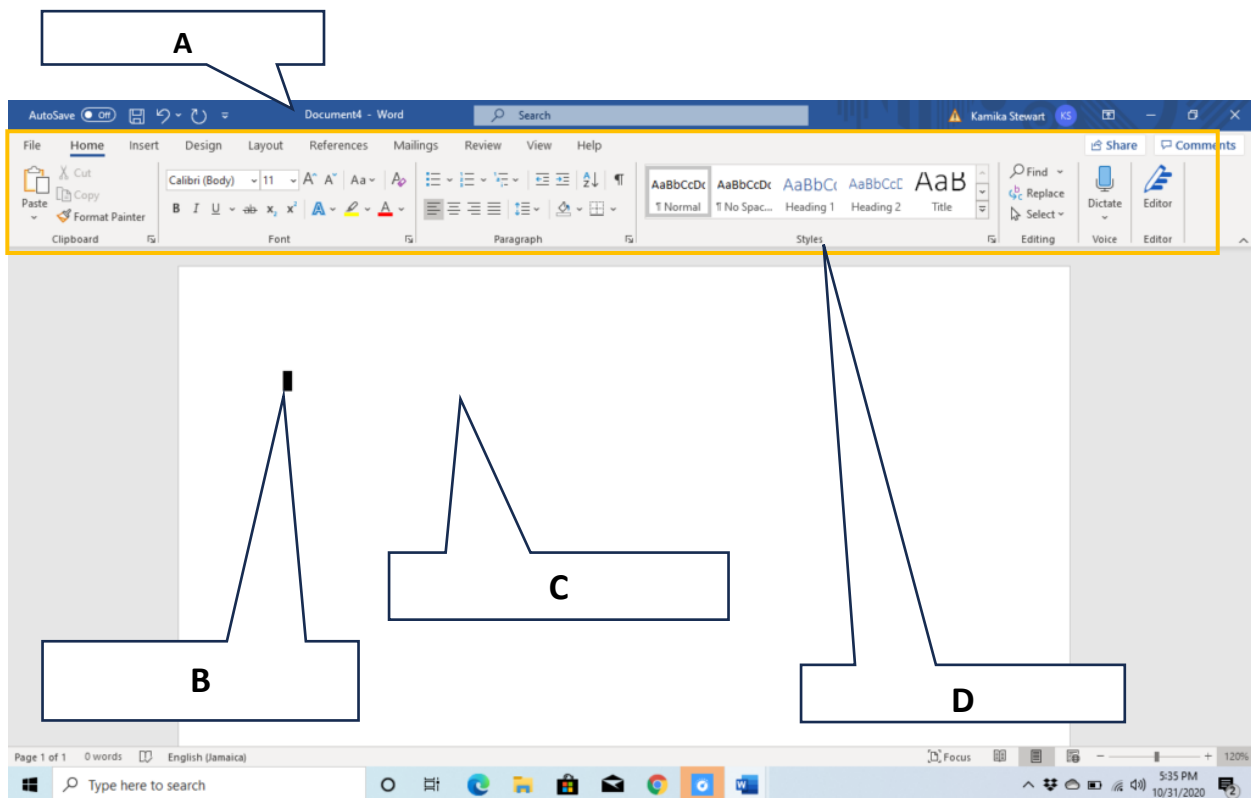
- b. Identify the components of a taskbar and label them:



A - _____ C - _____

B - _____ D - _____

c. Identify the components of MS word 2016 and label them:



A - _____

C - _____

B - _____

D - _____

d. Identify the MS 3D Paint Tools and components and label them:

