



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 2

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)

- i. A set of programs that tell a computer what to do is called:
a) Software b) Hardware c) Storage devices
- ii. Where do you have the option to shut down Windows?
a) In This PC b) Start Button c) On Top right corner of Desktop
- iii. The blank white area where you type text and insert graphics is called the:
a) Status Bar b) Working Area c) Ribbon
- iv. Which of the following is a word processing software?
a) MS Excel b) MS PowerPoint c) MS Word
- v. _____ is used to complete the drawing process in Paint 3D.
a) Rotation b) Stamp c) Commit

Q2. Match the following.

(5 x 1 = 5)

- | | |
|--------------------------|--|
| 1. Microphone | a. Highlighted on the screen |
| 2. Double-Headed Arrow | b. To Zoom-In or Zoom Out the working area |
| 3. Zoom Slider | c. An input device |
| 4. Names Toggle Tool | d. Used for resizing a window or picture. |
| 5. When text is selected | e. To hide or show the tool names |

Q3. Fill in the blanks with the help of given options.

(5 x 1 = 5)

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

- i. _____ software is used specifically for typing and editing letters.
- ii. _____ button is used to shrink a window to the taskbar.

- iii. _____ 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. Keyboard, Mouse, CPU are parts of hardware. - _____
- ii. Background of the desktop can't be changed. - _____
- iii. After creating a document, we cannot take the it's printouts. - _____
- iv. Copying text allows us to save time and labour - _____
- v. 3D models are readymade models of animal and humans. - _____

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

- a. What is Computer Hardware? Write any two examples of the computer hardware.

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 key for the following tasks:

- i. To Underline the selected text - _____
- ii. To Italicise the selected text - _____

- e. Rohan 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.

(4 x 3 = 12)

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

i.



-- _____

ii.



-- _____

iii.



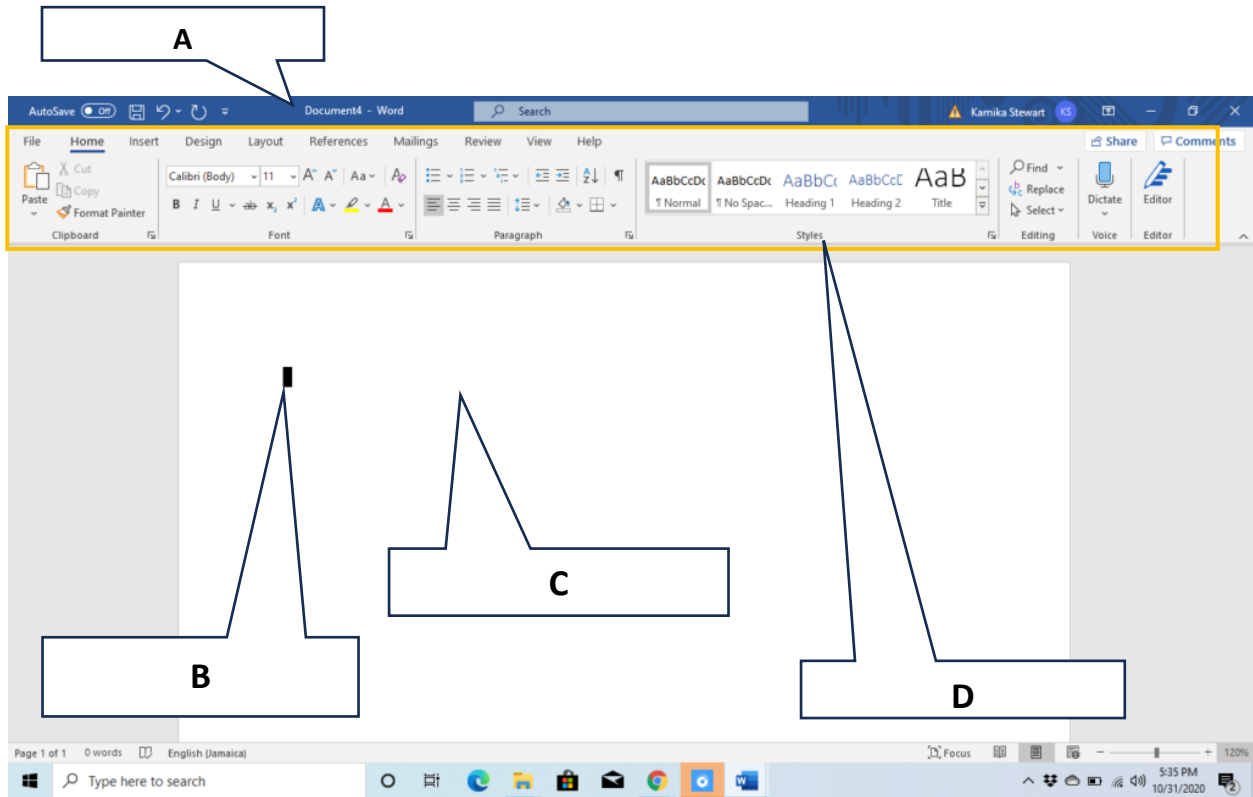
-- _____

iv.



-- _____

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



A - _____ C - _____
 B - _____ D - _____

c. Identify the components of a taskbar and label them:



A - _____ C - _____
 B - _____ D - _____

The screenshot shows the Paint 3D application window. Callout A points to the 'Menu' button (hamburger icon) in the top-left corner of the ribbon. Callout B points to the '3D shapes' button in the ribbon. Callout C points to the '3D library' button in the ribbon. Callout D points to the 'Marker' tool in the 'Tools' section of the ribbon. The 'Marker' tool is highlighted, and its sub-menu is visible, showing various marker colors and styles. The background of the canvas is a blue abstract design.

B: _____

D: _____

[illegible]