

**B. K. BIRLA CENTRE FOR EDUCATION, PUNE**

(SENIOR SECONDARY CO-ED DAY CUM RESIDENTIAL SCHOOL, AFFILIATED TO CBSE NEW DELHI)

PRE MID TERM EXAM (2024-25)**ARTIFICIAL INTELLIGENCE****Class : III****Date : 2-8-2024****Duration : 1 hour****Max. Marks : 25****Write the answer in question paper itself.****A. Tick (✓) the correct option.****8 x 1= 8 Marks**

- Working area is a blank.....area where we work.
 - Brown
 - grey
 - white
- Cursor is a small blinkingline from where the text begins.
 - Vertical
 - horizontal
 - Sleeping
- displays the title of the document.
 - Ribbon
 - Title bar
 - Ruler
- The shortcut key to create a new document is
 - Alt+N
 - Ctrl+N
 - Shift+N
-consists of Tabs, Groups and Commands or Options.
 - Zoom slider
 - Ruler
 - Ribbon
- Which of the following is a word Processor software?
 - MS Word
 - MS Excel
 - MS PowerPoint
- The shortcut key to copy is.....
 - Ctrl+A
 - Ctrl+C
 - Ctrl+V
- To select A word,.....click on it.
 - Single
 - double
 - Triple

B. Fill in the blanks with the help of words given in the box.**4 x 1= 4 Marks**

Title bar,	Ctrl+S,	Undo,	Redo
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- To save a document press.....from the keyboard.
-is the top bar of the word document.
-is used to reverse the action of the last command.
-is sued to reverse the action of undo command.

C. Write 'T' for true and 'F' for false statements.

3 x 1= 3 Marks

1. MS Word is a word processor.
2. The shortcut key for paste is Ctrl+C.
3. Word is developed by Microsoft inc.

D. Answer any 5 of 8 questions

5 x 2 = 10 Marks

1. Write shortcut for Undo and Redo.

Ans-

2. What type of software is MS Word?

Ans-

3. How can you select a text in word document?

Ans-

4. How can you create a new document?

Ans-

5. What do you mean by Word Wrap?

Ans-

6. Label the following symbols.



7. How will you copy and paste a text?

Ans-

8. What do you understand by Print Preview option?

Ans-
