



B.K. BIRLA CENTRE FOR EDUCATION

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

Pre Mid Term- I : 2026-27 INFORMATION TECHNOLOGY – SET 1

Class: III A

Time : 1 hr.

Date: __-07-2025

Max Marks: 25

Admission No.

Roll No.:.....

Note: Write the answers in the question paper itself.

Q1. Tick (✓) the correct option for each question:

(5 x 1 = 5)

1. Which company developed Microsoft Word?

- a) Apple b) Microsoft Inc. c) Google

2. What is the small blinking vertical line on the screen called?

- a) Ruler b) Scroll Bar c) Cursor

3. Which feature automatically moves text to the next line when you reach the end of a line?

- a) Word Wrap b) Spell – check c) Zoom Slider

4. Which bar is located at the very top of the Word window and displays the document name?

- a) Status Bar b) Title Bar c) Taskbar

5. Which is the shortcut key for saving the document?

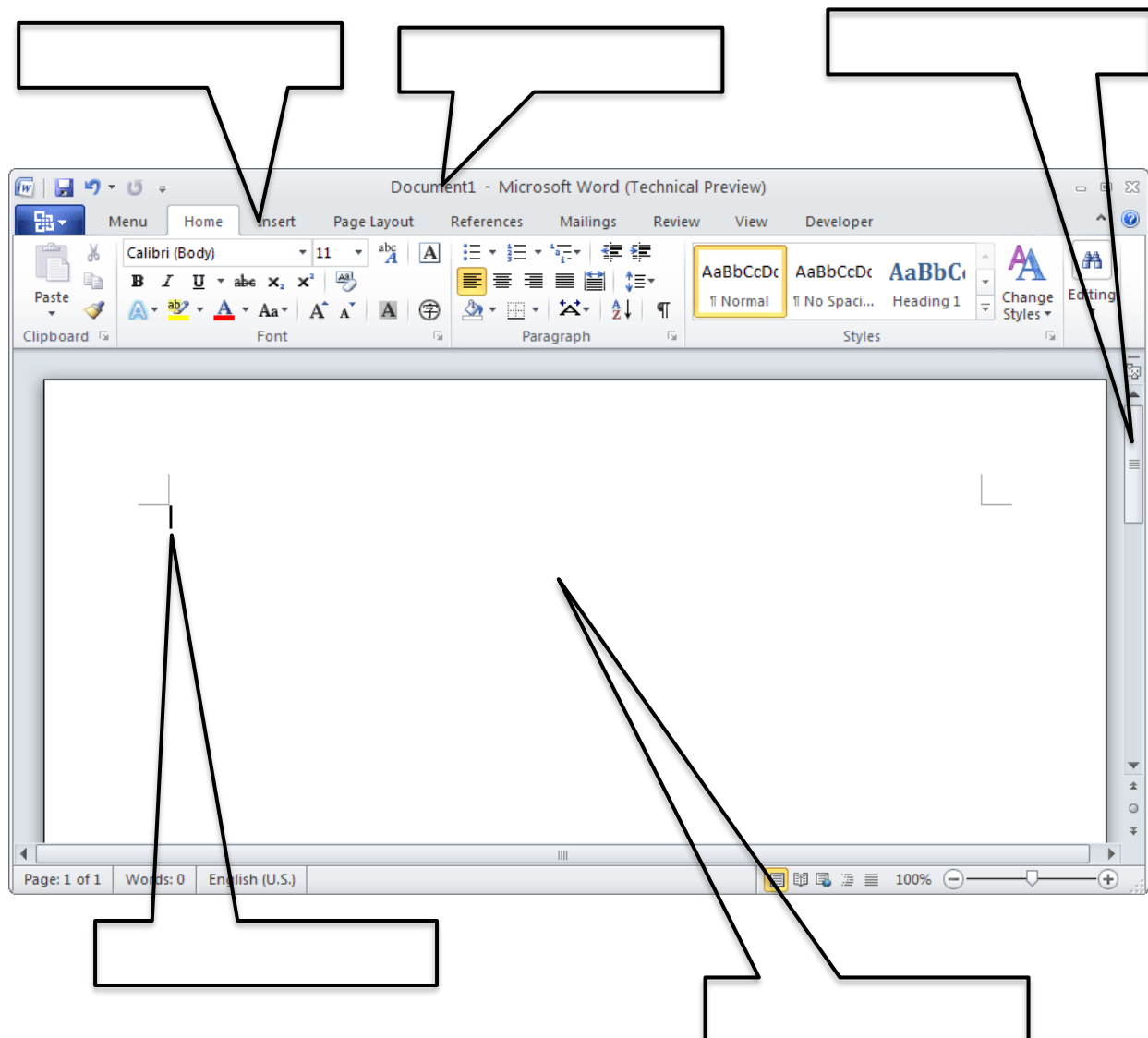
- a) Ctrl + A b) Ctrl + V c) Ctrl + S

Q2. Write 'T' for correct statement and 'F' for incorrect statement. (5 x 1 = 5)

- I. You can add pictures and images in MS Word to make documents interesting. _____
- II. The shortcut key to create a new document is Ctrl + S. _____
- III. You must select the text first before you can edit or format it. _____
- IV. The Scroll bar is used to see the page of a document up and down. _____
- V. A Work area consists of Tabs, Groups and Commands. _____

Q3. Identify and label the name of the keys from given below image. (5 x 1 = 5)

[Scroll Bar Menu Bar Working Area Cursor Title Bar]



Q3. Match the following pairs

(5 x 1 = 5)

Column A (Component)

1. Ribbon
2. Quick Access Toolbar
3. Status Bar
4. Scroll Bar
5. Ctrl + N

Column B (Function)

- A. Shows page number and word count
- B. Moves the page up, down, left, or right
- C. To open a new document.
- D. Contains buttons like Undo, Redo, and Save
- E. Contains Tabs, Groups, and Commands

Q4. Do as directed

(5 x 1 = 5)

- a) Write any two features of MS Word.**

[2 Marks]

Ans: _____

- b) Complete the steps to open a Saved Document.**

[3 Marks]

Ans: 1. Click the _____ tab. A drop down list appears.

2. Select _____ option from the list.

3. Click on _____ option and select the desired file name to open.

***** ALL THE BEST *****