



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 2

Class: III A

Date: __-07-2025

Admission No.

Time : 1 hr.

Max Marks: 25

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 shortcut key is used to save a document?,

- a) Ctrl + N b) Ctrl + S c) Ctrl + P

2. Which buttons are found on the right side of the Title Bar?

- a) Minimize, Maximize, and Close b) Cut and Paste
c) Undo and Redo

3. Which tab displays a list of options like New, Open, Save, and Print?

- a) Home Tab b) File Tab c) Insert Tab

4. Which feature allows you to correct spelling errors in your document?

- a) Word Wrap b) Spell-checking c) Zoom Slider

5. The blank white area where you type text and insert graphics is called the:

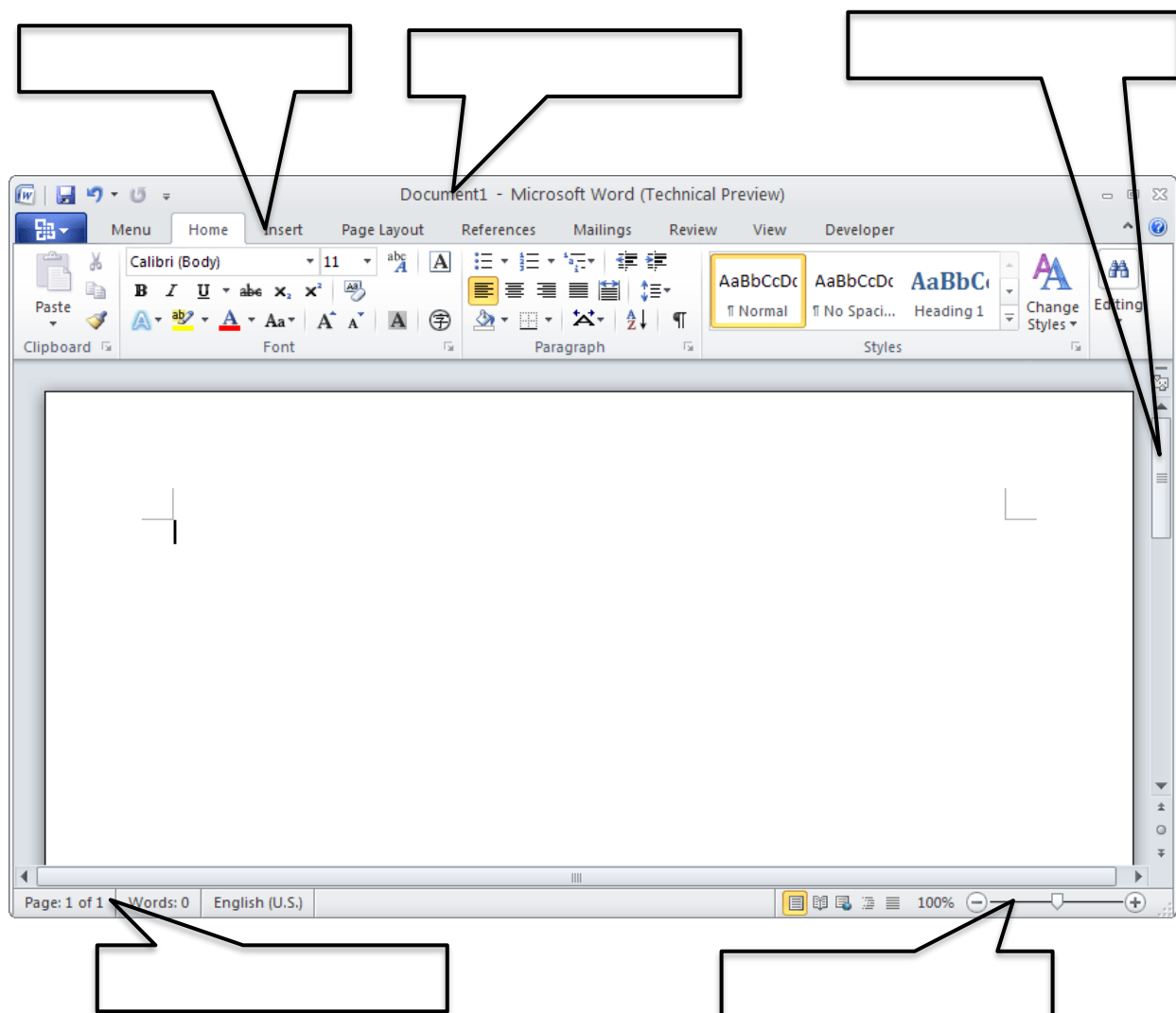
- a) Status Bar b) Working Area c) Ribbon

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

- I. A Cursor is a small blinking vertical line from where the text begins. _____
- II. To start a new paragraph or a new line, you should press the Enter key. _____
- III. In MS Word, you can only enter text and cannot enter numbers or formulas. _____
- IV. You can use the preview feature to see how your document looks before printing it. _____
- V. Title bar is the place where you can add images and clip arts to make document interesting. _____

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

[Scroll Bar Menu Bar Zoom Slider Status Bar Title Bar]



Q3. Match the following pairs

(5 x 1 = 5)

Column A

1. Ruler
2. Ctrl + N
3. Zoom Slider
4. File Tab
5. Cursor,

Column B

- A. Shortcut to create a new document
- B. A small blinking vertical line
- C. Used to set the width and height of a document
- D. Used to zoom in or out of the document
- E. Contains options like 'Save As' and 'Print'

Q4. Do as directed

(5 x 1 = 5)

a) What is MS Word? Write it's use.

[2 Marks]

Ans: _____

b) Complete the steps to create a New Document.

[3 Marks]

Ans: 1. Click the _____ Menu. A drop down list appears.
2. Select _____ option from the list.
3. A New window appears. Click on _____ document and and
a blank document will be opened with name- **Document 1.**

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