



B.K. BIRLA CENTRE FOR EDUCATION

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



PRE MID TERM : 2025-26
INFORMATION TECHNOLOGY

Class: III

Date: 06-08-2025

Admission No.

Time : 1 hr.

Max Marks: 25

Roll No. :.....

ANSWER KEY

Note: Write the answer in Question Paper itself.

Q.(1) Fill in the blanks with the help of words given in the box. (5 x 1 = 5)

Close	Copying	Ctrl+S	Word processing	Title bar
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(a) Title bar

(b) Close

(c) Ctrl+S

(d) Copying

(e) Word processing

Q.(2) Write “T” for True and “F” for False statements. (4 x 1 = 4)

(a) True

(b) True

(c) False

(d) True

Q.(3) Tick the correct option.

(6 x 1 = 6)

(i) displays the title of the document.

(a) Ribbon

(b) Title bar

(c) Ruler

(ii) Working area is a blank area where we work.

(a) Brown

(b) Grey

(c) White

(iii) The shortcut key to create a new document is

(a) Alt + N

(b) Ctrl + N

(c) Shift + N

(iv) You use to move the selected text from one location to another.

(a) Copy and paste

(b) Move and Paste

(c) Cut and paste

(d) None of these

(v) The shortcut key for Copy is

(a) Ctrl + V

(b) Ctrl + A

(c) Ctrl + C

(d) Ctrl + H

(vi) The shortcut key to Redo is

(a) Ctrl + X

(b) Ctrl + Y

(c) Ctrl + Z

(d) None of these

Q.(5) Answer the following questions : (Answer any 5)

(5 x 2 = 10)

(a) What type of software is MS Word ?

Ans. : It is Word Processing Software which is used to type, edit, save, format and print the text.

(b) How can you create a new document in Word ?

Ans. :

Click on File

Select New option

Click on Blank document.

(c) What do you mean by Word Wrap ?

Ans. : When we reach to the end of line, the text automatically appears to the next line. This feature is called Word Wrap.

(d) What do you understand by Print Preview option ?

Ans. : Print Preview will allow to see what your page will look like before you print it.

(e) What is the importance of selecting the text ?

Ans. : When you select the text, it becomes highlighted.

(f) Application based questions :

(i) Priya is creating a document in Word 2016. She wants to move the text to the next line. How can she perform this task ?

Ans. : She has to bring cursor before the text and press Enter key to move the next to the next line.

(ii) Ananya has created a document in Word. She has accidentally removed some text in the document. She wants to recover the deleted text. Help her in doing so.

Ans. : She can bring deleted text back by pressing Undo key or Ctrl+Z.

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