



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. :.....

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) is the top bar of the Word document.
- (b) To close the Word document, click on button.
- (c) To save a document, press from the keyboard.
- (d) allows us to reproduce a section of text without having to type it each time.
- (e) includes typing, editing and formatting text.

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

- (a) MS Word is a word processing software. ☐
- (b) Word is developed by Microsoft Inc. ☐
- (c) To select a paragraph, double click anywhere in the paragraph. ☐
- (d) Copying text allows us to save time and labour. ☐

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. :
.....
.....
.....
.....

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

Ans. :
.....
.....

(c) What do you mean by Word Wrap ?

Ans. :
.....
.....
.....

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

Ans. :
.....
.....

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

Ans. :
.....
.....

(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. :
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(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. :
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***** ALL THE BEST *****