





**U.S. OSTWAL INTERNATIONAL SCHOOL**  
**OSTWAL WONDER CITY, BOISAR (E)**

**TERM-1**

**Name:**

**Grade: III**

**Subject: IT**

**Time : 2.5 hrs**

**Roll No: \_\_\_\_**

**Date:**

**Mark:50**

**General Instructions:**

- All questions are compulsory.
- Do not write the questions.
- Directly write the answers.
- Write the paper neatly.

**Q.1 Fill in the blanks.**

**(10)**

1. Ribbon contains all the \_\_\_\_\_.
2. Microsoft Word 2016 is a \_\_\_\_\_ software.
3. Power button gives \_\_\_\_\_ options.
4. \_\_\_\_\_ mode is different from safe mode.
5. \_\_\_\_\_ monitor is rarely is use now.
6. Monitor is called the \_\_\_\_\_ Unit.
7. The \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ parts are the hardware of the computer system.
8. Main screen of \_\_\_\_\_ is called desktop.
9. \_\_\_\_\_ allows the computer to stay on in low power mode.
10. \_\_\_\_\_ is the most common operating system being used worldwide.

**Q.2 State whether the following statement are true or false.**

**(10)**

1. Normal mode is the default working mode.
2. Screen Saver is the image on the desktop.
3. The CPU is the brain of the computer.
4. Plotter is the type of a printer.
5. CRT, LED and LCD are the three main parts of the CPU.
6. There is no display of any label in safe mode.
7. Live tiles provide latest updates and information.
8. Scroll bar are of two type-horizontal and vertical.
9. Tabs are located below the ruler.
10. Status Bar is at the top of the screen.

**Q.3 Give one word for the following.**

**(5)**

1. Smart Machine.
2. Set of instructions that perform a specific task.
3. Brain of computer.
4. Hardware device used to enter data.
5. Helps user to interact with word program.

**Q.4 Answer in one sentence:**

**(5)**

1. Name the two types of software.
2. Write about any three special keys.
3. Write about any two hardware devices.
4. Name the different types of keys of the keyboard.
5. What is GUI.

**Q.5 Answer the following in 2 and 3 lines:**

**(5)**

1. How to shut down a computer?
2. Define two main types of interface?
3. List down the various versions of windows. Which is the latest version?
4. What are the two components of Word 2016 windows?
5. How to start Word 2016?

**Q.6 Write any five features of Word 2016?**

**(5)**

**Q.7 Answer the question in detail:(any 2)**

**(5)**

1. How to create and enter text in a document?
2. How to save a document?
3. What is a desktop?
4. What are icons?

**Q.8 Answer the following by your own:**

**(5)**

1. Your grandfather asks you to type a letter for him in Word 2016. You will  
(a) help him learn Word 2016.                      (b) type the letter for him.
2. What will you do find your friends pulling the wires of the computer? What  
Will you say to stop them?

**\*ALL THE BEST\***