

Q1. Fill in the Blanks:-

1. Pen Drive is popularly known as _____.
2. Windows 7 is a _____ based operating system.
3. In a word document, grammatical errors are indicated by _____.
4. Making changes in the document is called _____.
5. The _____ command cancels the last action performed.
6. Battery status can be seen on the taskbar in the _____ area.
7. A _____ icon has a small jump arrow on its lower left corner.
8. A CD can store up to _____ of data.
9. The data stored in a computer's memory is measured in _____.
10. The _____ is storage medium for a mobile phone or camera.
11. _____ is a feature of Windows 7 which helps in working with multiple open windows.

Q2. State True or False:-

1. The instructions stored in ROM can only be read. _____
2. The shortcut key to check spelling and grammar is F5 _____
3. The Shortcut menu is not called the Context menu. _____
4. Notification area provides an easy and quick way to open the programs. _____
5. Satya Nadella is the Chief Executive Officer of Microsoft. _____
6. To duplicate the text, you can use the Cut and Paste commands. _____
7. Thesaurus provides a list of synonyms and antonyms. _____
8. RAM is a volatile memory of the computer. _____
9. You can select the entire text of a document by using Shift +A key combination. _____
10. The Speaker icon is present on the Quick Launch Bar. _____

3. Write the Shortcut keys of the following:-

1. Reverses the action of the UNDO command.
2. Cuts the text and places it at a new place.
3. Selects the entire text.
4. To close a Word document.
5. To open a new document.