

## WordPad - Test Paper

### Section A: Multiple Choice Questions (MCQs) (1 mark each)

1. WordPad kis type ka software hai?  
a) Spreadsheet b) Text Editor c) Web Browser d) Database
2. WordPad me file default kis format me save hoti hai?  
a) .txt b) .docx c) .rtf d) .odt
3. WordPad me "Bold" karne ka shortcut key kya hai?  
a) Ctrl + I b) Ctrl + B c) Ctrl + U d) Ctrl + D
4. Kis option se hum WordPad me koi pehle se bani file ko khol sakte hain?  
a) Save b) New c) Open d) Print
5. Superscript lagane ke liye shortcut key hai -  
a) Ctrl + = b) Ctrl + Shift + = c) Ctrl + Shift + D d) Ctrl + D
6. View tab me kis option se Ruler aur Status bar hide/show kiya jata hai?  
a) Zoom b) Clipboard c) Show or Hide d) Insert
7. "Ctrl + H" ka use kis liye hota hai?  
a) Hyperlink insert karne ke liye  
b) Highlight karne ke liye  
c) Replace karne ke liye  
d) Font change karne ke liye
8. WordPad kis operating system ke sath pehli baar aaya tha?  
a) Windows XP b) Windows Vista c) Windows 95 d) Windows 7
9. WordPad me Insert tab ke andar kaunsa option nahi hota?  
a) Picture b) Table c) Paint Drawing d) Date and Time

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10. WordPad me kaunsa feature nahi hota?

- a) Spell Check b) Font Size Change c) Text Highlight d) Paragraph Alignment

Section B: Fill in the Blanks (1 mark each)

11. WordPad me default font style \_\_\_\_\_ hota hai.

12. WordPad me Zoom out karne ke liye \_\_\_\_\_ tab ka use hota hai.

13. WordPad me selected text ko underline karne ka shortcut key \_\_\_\_\_ hai.

14. Page Setup me \_\_\_\_\_, margins, aur paper size set kiya jata hai.

15. WordPad me document print karne ke liye \_\_\_\_\_ shortcut key use hoti hai.

Section C: Short Answer Questions (3 marks each)

16. WordPad aur Notepad me kya antar hai?

17. Clipboard group me kaunse teen main options hote hain?

18. Paragraph group me line spacing aur alignment ke kya options hote hain?

19. View tab me Zoom group ke teen options bataiye.

20. WordPad me ek naye document kaise banate hain?

Section D: Long Answer Questions (5 marks each)

21. WordPad ke Home Tab ke sabhi 5 groups aur unke features explain kijiye.

22. WordPad me file ko open, save, aur print karne ka pura process likhiye.

23. WordPad me Insert tab ke options ko detail me samjhaiye.

24. WordPad ke advantages aur limitations likhiye.

25. WordPad me text formatting ke sabhi options shortcut ke sath samjhaiye.