



A. Fill in the blank using the hints given in the hint box:-

Sorting	Ctrl + O	Notification Area	Ctrl	Top Left
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1. The right side of the Taskbar contains the
2. The Paste command will always insert the drawing at the corner of the drawing area.
3. icons means arranging them in a proper sequence.
4. The shortcut key to open a saved drawing is
5. To select non-adjacent items, hold down the Key and click on the desired items.

B. Write 'T' for True and 'F' for False statements:-

1. You can remove the selection box by clicking on the drawing. ()
2. To select an icon, simply click on it. ()
3. To erase the selected shape, you can use the delete option. ()
4. The mouse pointer converts in four headed arrow while resizing the picture. ()
5. Single-clicking on the icon opens the window. ()
6. Pressing the right button of the mouse displays the Shortcut menu. ()

C. Match the following:-

1. Google Chrome

a)



2. MS Paint

b)



3. Select Tool

c)



4. Brush Tool

d)



5. Pick Color Tool

e)



6. Magnifier Tool

f)



7. Resize and Skew

g)



8. Fill with color tool

h)



9. Rotate or Flip

i)



10. Text Tool

j)



D. Answer the following:

1. What are the two selection tools in MS Paint? Name them.
2. What is Windows?
3. What are the two ways to flip a picture?
4. What is Screen Saver?
5. Which tool do we use on the Home tab to increase the size of the picture?
6. What is Desktop?
7. Where is the Zoom Slider bar present in the MS Paint Window?
8. What is an Icon?
9. Which key you need to hold while drawing a straight line?
10. What is a Taskbar and Notification Area?

E. Name the mouse pointer and draw their shapes which perform the following actions:

1. For pointing, selecting and dragging an item_____
2. For inserting the text in a document _____
3. For resizing the pictures _____
4. For moving pictures and toolbars _____
5. It shows that computer is working normal _____