

S.G.M PUBLIC SCHOOL

Half Yearly Examination – 2025-26

Class – 3rd

Time – 2hr

Subject – Computer

M.M – 60

1. Multiple Choice Questions :

- (a). _____ Always you to set a theme for windows.
- (i) Window Theme () (ii) Display desktop ()
(iii) Sounds () (iv) None of above ()
- (b). A _____ is a container you can use to store files in.
- (i) File () (ii) Folder ()
(iii) Program () (iv) None of above ()
- (c). The _____ tab has a few display option, including zoom or the ability to show or hide the ruler and the status bar.
- (i) View () (ii) Edit ()
(iii) Insert () (iv) None of above ()

2. Write “True” for right statement and “False” for wrong statement:

- (i). Wordpad has four option for printing documents _____.
(ii). Use document library to organize and arrange your digital Picture _____.
(iii). Desktop is the main windows 7 screen _____.
(iv). In wordpad the second tab is named home. _____.

3. Fill in the blanks :

- (i). To delete text select the text that you want to delete and the press _____.
(ii). To change the font, font style or font size click on _____.
(iii). Use _____ library to organize and arrange word-process document
Spreadsheets , presentations and each other term related files _____.
(iv). _____ Display any program you have to running.

4. Answer the following questions :

- (i). Write name of the desktop icons which find on desktop ?
(ii). What is cursor ?
(iii). What is the use of folder ?
(iv). What is the use of Taskbar ?

S.G.M PUBLIC SCHOOL

Half Yearly Examination – 2025-26

Class – 3rd

Time – 2hr

Subject – Computer

M.M – 60

1. Multiple Choice Questions :

- (a). _____ Always you to set a theme for windows.
- (i) Window Theme () (ii) Display desktop ()
(iii) Sounds () (iv) None of above ()
- (b). A _____ is a container you can use to store files in.
- (i) File () (ii) Folder ()
(iii) Program () (iv) None of above ()
- (c). The _____ tab has a few display option, including zoom or the ability to show or hide the ruler and the status bar.
- (i) View () (ii) Edit ()
(iii) Insert () (iv) None of above ()

2. Write “True” for right statement and “False” for wrong statement:

- (i). Wordpad has four option for printing documents _____.
(ii). Use document library to organize and arrange your digital Picture _____.
(iii). Desktop is the main windows 7 screen _____.
(iv). In wordpad the second tab is named home. _____.

3. Fill in the blanks :

- (i). To delete text select the text that you want to delete and the press _____.
(ii). To change the font, font style or font size click on _____.
(iii). Use _____ library to organize and arrange word-process document
Spreadsheets , presentations and each other term related files _____.
(iv). _____ Display any program you have to running.

4. Answer the following questions :

- (i). Write name of the desktop icons which find on desktop ?
(ii). What is cursor ?
(iii). What is the use of folder ?
(iv). What is the use of Taskbar ?