

Assignment – 1

1. Open WordPad by two method.
 - a. By using Windows key and writing WordPad.
 - b. Using steps (start → All Program → Accessories → WordPad) – { Window 7 }
2. Write the following sentence and do as directed.
 - a. Honesty is the best Policy.
 - b. Hard Labor is the key of success.
 - c. A quick brown fox jumps over a lazy little dog.
- Select First line and apply Font Size-20, Style – Times New Roman, Color-Red, Effect – Bold and Italic.
- Select Second Line and apply Font Size -18, Style – Joker, Color – Blue, Effect – Bold and Underline.
- Select Third line and apply Font size – 21, Style – Joker, Color – Pink.
3. Select all the Text and Copy it. Again Paste the copied text at least Ten times.
4. Save the Document in a Folder of Desktop with txt , rtf and docx format.
5. Again open a New document and setup the page as-
 - a. Margin – 0.5 from Left and Right, 0.7 from Top and Bottom.
 - b. Page size – A4
 - c. Orientation – Landscape.
6. Minimize WordPad Windows and open Word.
7. Write =Rand() in Word and then copy all the text.
8. Now paste the copied Text in WordPad.
9. Save the document with “Video” name in the same Folder.
10. Again Replace Video with Music and save this document in the same folder using “SAVE AS’ option.
11. Write the following in a New Document.
 - a. KNO_3
 - b. H_2SO_4
 - c. CH_3COOH
 - d. $(x + y)^2$
 - e. Class – 12th
 - f. $x^2 + y^2$
 - g. ~~Rs. 1500~~
12. Write “I am a student of Vedanta”. And do the following:-
 - a. Copy and paste it three times.
 - b. Select the First Line with Keyboard and Mouse.
 - c. Set Size-25, Style- Monotype, Color- Red/Blue/Green in all the 3 lines of document.
 - d. Apply Centre Alignment by Keyboard and Mouse. (Ctrl + E)
 - e. Select the word “ Student” in each line and then apply Bold, Italic and Underline effect.
 - f. Highlight the word ‘ Vedanta with yellow color’ .

Assignment – 2

1. Revise All the Tools of Font and Paragraph Submenu with the help of Theory Copy.
2. Create the following document as shown below:-

Happy

Birthday

Aryan

3. Also Create a new document as given below: -

Happy

New

Year

2023

4. Now Create a Question Paper as shown below: -

Central Public School, Patna

Annual Exam – 2022

F.M – 100

Subject – Computer

Time – 3 Hrs.

Class – 5th

A. Answer these questions: -

{5x3=15}

1. Who is the father and Mother of Computer?
2. What is Computer?
3. Write the full form of Computer?
4. Name any three Input and Output Device.
5. Write five of Key of simple keyboard.

B. True or False :-

{5x1=5}

1. Keyboard is an output device.
2. Space Bar is the longest key of Keyboard.
3. Hard disk is Permanent memory.
4. Wireless mouse is connected with the help of Wire.
5. We play games in computer with the help of Joystick.

4. Try to Write a letter as shown below: -

To,

The Centre Director,

Vedanta Computer, Paliganj.

Subject: - Regarding to change the Batch Time.

Sir,

Most humbly and respectfully to state that I Mr. Ajeet Kumar, Student of Your Institute in the Batch 11 AM and continuously studying in this batch time. But I am sorry to say that a New Batch of Physics is started at the same time.

Therefore, I am not able to attend the both class at the same time. My father decided to join Physics Class. So, I Request you to Change my Batch Time from 11 AM to 7 AM.

I will be very grateful for your kind act.

Your Obedient Student

Ajeet Kumar

5. Copy some Text from Word 2013 and paste it in Word pad.

- (a) Apply Font Size – 20
- (b) Font Style – Times New Roman.
- (c) Alignment – Justify.

6. Write Your name and then Fill Different Color in different Text.

7. Write any Three Friend Name by applying Bullet.

8. Try to Insert a Picture in document.