



BANGALORE INTERNATIONAL HIGH-ICSE
ANNUAL PRACTICE WORKSHEET 2019-20

Subject: Computer Applications

CLASS: III
DURATION: 90 mins
DATE: 17.03.2020

PROJECT: 20
PRACTICALS: 30
THEORY: 50
Max Marks: 100

General Instructions:

- Read the questions carefully.
- All the sections and questions are compulsory.
- Write the answers neatly and legibly.

SECTION A [20 Marks]

I. Fill in the blanks

[5X1=5]

- 1) The moving text or picture in computer screen is called a _____
- 2) The right arrow shape is part of the _____ group.
- 3) If you want to open a file in an application that is not the default, you must _____ on the file icon.
- 4) The _____ button hides the browser window from the main screen.
- 5) Before you make changes to critical data, always make a _____ .

II. Choose the correct answer

[5X1=5]

- 1) To create a new folder in Windows Explorer, Click on
a) Create folder b) New c) NewFolder
- 2) The Color Picker tool is a part of
a) Tools group b) Shapes group c) Text tools group
- 3) What is used to organize the files in a computer system?
a) search engines b) search utility c) folders
- 4) Using ellipse tool, click on _____ key to get an exact circle.
a) Windows key b) Control key c) Shift key
- 5) Forward button in the Internet Explorer allows to:
a) go to the previous webpage b) go to home page c) go to next page

III. **Match the following**

[5X1=5]

- | | |
|--|----------------------------------|
| 1) First step to open a file using a non-default application | a. canvas |
| 2) White, middle portion of paint | b. Right click on the file icon. |
| 3) A subset of the internet which contains huge Amounts of information | c. Recycle bin |
| 4) Windows 7 was developed by | d. World Wide Web |
| 5) Dustbin of computer | e. Microsoft |

IV. **State whether the following statements are True or False**

[5X1=5]

- | | |
|--|-------|
| 1) Facebook is a search engine. | _____ |
| 2) You cannot create more than one new folder. | _____ |
| 3) To be effective, antivirus software must be kept up-to-date | _____ |
| 4) You cannot change the font of the text typed into Paint canvas. | _____ |
| 5) Creating a file and folder are the same things. | _____ |

SECTION B [30 marks]

I. **Expand the acronyms**

[5X1=5]

- 1) JPEG
- 2) PNG
- 3) BMP
- 4) TIFF
- 5) GIF

II. **Give one word for :**

[5X1=5]

1. Tool Used to draw squares.
2. Used to organize files in the computer.
3. Used to navigate to any folder on the computer.
4. To keep the selected part of the image and delete everything.
5. A pictorial representation of a file, software or a program.

III. Answer in one or two sentences

[5X1=5]

1. How do you crop an image?
2. What is a website?
3. What could be the reason for which the folder does not open?
4. How do you create a folder using Windows Explorer?
5. How will you use colour picker tool in paint?

IV. Answer the following questions

[5X3=15]

- 1) How do you copy a file or a folder?
- 2) If a folder is placed somewhere not accessible easily from desktop, how should you access such a folder?
- 3) How can you open or create a new file in Windows7?
- 4) Give any three points we should follow to be good online citizens.
- 5) Write steps to draw the below picture in Paint program.


