

Nalanda College – Colombo 10

Unit Evaluation

Grade 10

Information and Communication Technology

Unit 06

• Answer All Questions

• Underline the most suitable answer.

1. What type of application would be best to use when typing a letter?
 - a. Database
 - b. Spreadsheet
 - c. Word Processing
 - d. Microsoft Outlook

2. The _____ moves the cursor forward (right), one space at a time, leaving a blank space.
 - a. Enter/Return
 - b. Control (CTRL)
 - c. Shift
 - d. Spacebar

3. Is/are used in combination with other keys to type capital letters or the upper symbol on number keys (Top Row).
 - a. Enter
 - b. Control (CTRL)
 - c. Shift
 - d. Spacebar

4. Turns capital letters on and off.
 - a. Escape (ESC)
 - b. Tab
 - c. Caps Lock
 - d. Control (CTRL)

5. Moves the cursor back (left) and erases characters one space at a time.
 - a. Escape (ESC)
 - b. Tab
 - c. Backspace
 - d. Directional Keys

Select the short cut keys for followings (6-14)

6. Paste

- a. CTRL+V
- b. CTRL+P
- c. CTRL+X
- d. CTRL+S

7. Copy

- a. CTRL+Z
- b. CTRL+P
- c. CTRL+C
- d. CTRL+Y

8. Cancel

- a. Alt
- b. CTRL
- c. FN
- d. Esc

9. Save

- a. CTRL+V
- b. CTRL+S
- c. CTRL+A
- d. CTRL+C

10. Cut

- a. CTRL+Y
- b. CTRL+X
- c. CTRL+C
- d. CTRL+T

11. Re-do

- a. CTRL+V
- b. CTRL+X
- c. CTRL+Y
- d. CTRL+R

12. Copy

- a. CTRL+Z
- b. CTRL+P
- c. CTRL+C
- d. CTRL+Y



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13.Open

- a. Alt+Q
- b. Alt+O
- c. Alt+D
- d. Alt+S

14.Undo

- a. CTRL+D
- b. CTRL+X
- c. CTRL+Z
- d. CTRL+U

15.Documents that can be created in a word processing program include:

- a. Filters
- b. Charts
- c. Queries
- d. Letters

16.Keys used to move the cursor up, down, left or right around the screen

- a. arrow keys
- b. shift keys
- c. enter keys
- d. function keys

17.Which of the following would change the appearance of a character?

- a. Alignment
- b. File Name
- c. Font Style
- d. Margins

18.What application would best be used for keying in an essay?

- a. The Internet
- b. Google
- c. Spreadsheet Software
- d. Word Processing

19.Which of the following IS NOT an example of a font feature?

- a. Bold
- b. Italics
- c. Underline
- d. Paste



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20. Pressing the Ctrl-Home key combination inside of a text document will do which of the following?
- Move the cursor to the beginning of the line
 - Open the outline dialog box
 - Save the document and exit
 - Move the cursor to the beginning of the document
21. A process of arranging data in a set order:
- aligning
 - sorting
 - ordering
 - formatting
22. What alignment will result in a smooth left and right margin?
- Justify
 - Right
 - Left
 - Centre
23. Where on the page is the footer located?
- Top of page 1
 - Bottom of Page 2
 - Bottom of Page 1
 - On the bottom of all pages
24. Which of the following is not an essential function of a word processing software package?
- Indexing
 - Saving
 - Editing
 - Formatting
25. What is the name given to that part of a word processing package that is used to automatically insert names, addresses, and other text into designated locations in a series of letters?
- Mail merge
 - Page layout
 - Block move
 - Word wrap



26. Text-styling feature of MS word is

- a. Word Colour
- b. Word Font
- c. Word Art
- d. Word Fill

27. A number of letter that appears little above the normal text is called :

- a. Superscript
- b. Subscript
- c. Super text
- d. Top text

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29. We can insert a page number at

- a. Header
- b. Footer
- c. Both A and B
- d. None

30. Which one can be used as watermark in a word document

- a. Text
- b. Image
- c. Both A and B
- d. None

31. We can change the thickness of a line from ____

- a. Line width
- b. Line Height
- c. Line Thick
- d. Line Style

32. Colour and pattern used to fill a closed shape is called

- a. Shape
- b. WordArt
- c. Fill Style
- d. Fill Back



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- Use following figure to answer the questions given below.

□


Word Processing Software

A

B **Word Processing Software** C

Word processing software is used to manipulate a text document, such as resume or a report. You typically enter text by typing and the software provides tools for copying, deleting and various types of formattingcreating, editing, saving and printing documents.

D



To make your document look professionally produced, word provides header, footer, cover page and text box design that's complement each other. For example, you can add a matching cover page, header, and sidebar. Click insert and then choose the elements you want from the different galleries.

E

Themes and styles also help keep your document coordinated. When you click Design and choose a new theme, the picture, charts, and smart Art Graphics change to match your new theme. When you apply styles, your headings change to the new theme.

Format	Insert	Proofing

F

Word processing software

- Abi Word
- Microsoft office word
- Liber Office Writer

G H

I

- I. Name the Icon that are used format the part named as A,B,C,D,E,F,G,H and I.
- II. How can we enter a new row to “F”?
- III. How can be delete a column in “F”.
- IV. Write five advantages of word processing software.
- V. What is the facility available in a word processing package to send personalized letters too many recipients?
- VI. Write down the advantages and disadvantages of using cloud computing.
- VII. Write down the examples for smart phones’ word processing software.



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