

Dr. M.K.K. Arya Model School
Model Town, Panipat
Mock Test (March 2019)
Class 3
Subject: Computer

M.M:30

Name: _____ Section: _____ Roll no: _____ Date: _____

Q1: Fill in the blanks:

5 Marks

Clue Box: Graphics, calculations, cursor, one note, application

- Blinking line in the work area is known as _____.
- We can perform _____ in Excel.
- Microsoft office is an _____ software suite.
- LOGO stands for language of _____ oriented.
- _____ is freeware notes taking program.

Q2: Write True or False:

5 Marks

- Word is used to create text documents _____
- Outlook is a personal information manager _____
- We cannot save our document using shortcut key _____
- Outlook and one note are not the web applications _____
- There are two rulers in word window, horizontal _____

And vertical

Q3: Tick the correct answer:

5 Marks

- Which office component is used to create electronic worksheet?

Access

Excel

Word

Outlook

b. Word processing application is used to perform which function?

Editing Formatting

Printing All of these

c. Where do we enter the LOGO commands?

Graphics screen Commander Window

Input box Turtle home

d. The shape of the turtle is:

Square Circle

Rectangle Triangle

e. What is the default name of word document?

Document1 New Document 1

Untitled 1 None of these

Q4: Answer in one word or sentence:

4 Marks

a. Which command is given to make the turtle turn anti-clockwise direction?

Ans: _____

b. Name the two parts of MSW LOGO screen.

Ans: _____

c. Which word component has command buttons to work in MS Word?


Ans: _____

d. Which office component is used to create slide show?

Ans: _____

Q4: Match the following:

5 Marks

- | | |
|--|------------------------------|
| a.  | (i) Opens saved file |
| b. RT | (ii) Head and tail |
| c. Microsoft office | (iii) Microsoft Access 2010 |
| d. Open | (iv) Word, Excel, PowerPoint |
| e. Two parts of turtle | (v) To turn clockwise |

Q5: Answer the following questions:

6 Marks

a. What is the use of Microsoft office?

Ans: _____

b. What happens when the turtle moves in the graphics screen?

Ans: _____

c. How do we start a new document in Microsoft Word?

Ans: _____

