

UNIT NO. 03

Q.No. (1) what do you know about MS Paint?

It is graphic painting program. It is used to create and edit pictures and graphics. It is all windows

Q.No. (2) How u will start MS Paint in your computer?

Start → Program → Accessories → MS Paint

Q.No. (3) what are the components of MS Paint window?

These components are available in MS Paint window, Title Bar, Menu Bar, Tool Box, Color Box

Q.No. (4) What is Tool Box and what are its components?

Tool box provide tool for drawing pictures in MS Paint, it is consist of following components.

(1) **Free from selection tool**.....select some part of picture irregularly.....

(2) **Select tool**.....select the part of picture regularly

(3) **Eraser tool**.....Erase the picture

(4) **Fill with color tool**.....fill color in any part of picture.....

(5) **Pick color tool**.....choose color from working area.....

(6) **Magnifier tool**.....zoom in and get more view of picture.....

(7) **Pencil tool**.....draw free hand picture.....

(8) **Brush tool**.....writing or paint on picture.....

(9) **Air Brush tool**.....spray the paint

(10) **Text tool**.....add a text on picture.....

(11) **Line tool**.....draw a straight line.....

(12) **Curve tool**.....drew curve or arcs of different width.....

(13) **Rectangle tool**.....draw square or rectangle.....

(14) **Polygon tool**.....draw polygon.....

(15) **Ellipse tool**.....draw circle and ellipse

(16) **Rounded Rectangle tool**.....draw rectangle with rounded corners.....

Q.No. (5) How you will drawing in MS Paint?

You can draw any shape by selecting specific tool from too box. Drawing is made in canvas

Q.No. (6) What do you know about typing tutor?

Typing tutor is software, used to teach typing. The knowledge of typing is necessary for using computer

Q.No. (7) Provide brief note on keyboard?

Keyboard is input device used to enter data into computer. There are about 101-105 keys are on it.

Commonly used keyboard is known as QWERTY, QWERTY define the arrangements of keys

There are 4 types of keys are on keyboard. Function keys, numeric keys, alpha-numeric and cursor control key
Typing speed is measured in WPM or CPM.....

Q.No. (8) What do know about MS Word?

MS word is used to create text documents like applications. There are many feature of MS Word.
.....

Q. No. (9) How you will open MS Word?

We will open it by this procedure Start → Programs → MS Word
.....

Q.No. (10) What are the components of MS Word Window?

When you open MS Word, its window consist of these components.....

- 1) Title Bar 2) Menu Bar 3) Standard Tool Bar 4) Formatting Bar 5) Rulers 6) Status Bar

Q. No. (11) How you will create a document in MS Word?

Open the MS word, create you work like application, table and then save the file for late use.
.....

Q.No. (12) How you can select text in MS Word?

There are two different method for selecting a text from MS Word document, by keyboard and by mouse

By Keyboard you can select the text as

- 1) Place the cursor before or after the text to be selected
- 2) Press the appropriate arrow key until the text is highlighted.....

By Mouse you can select the test as.....

- 1) Place the cursor before or after the text to be selected
- 2) Hold down left click of mouse and drag the mouse on text to be selected.....

Note: if you want to select the whole document then press shift+a

Q.No. (13) How you will use copy/past command in Word?

- (1) Select the text either by mouse or keyboard
- (2) Right click on selected text and click on copy.....
- (3) Right click on the area where u want to past it.....
- (4) Click paste, hence copy /paste will done

Q. No. (14) How you will delete text in MS Word ?

There are 3 different method to delete the text in word.....

- 1) Place the cursor on left side of text to be deleted and press back space key until the text removed
- 2) Place the cursor on right side of text to be deleted and press Delete key until the text removed.
.....
- 3) Select the text to be deleted by mouse or keyboard and press delete key.
.....

Q.No. (14) What do you know about font?

Font means a complete character set of a single size and style of a particular typeface.
.....

Typeface is physical appearance of characters. Formatting tool bar is use to change these characters
.....

You can change font name, font size and can do Bold, Italic, under line and align the text left, right etc

Q.No. (15) How you will change the font?

Select the text by keyboard or mouse and click on the desired button in formatting tool bar

Q.No. (16) How many option for changing case available in Word?

Text can be written in lower case, upper case, sentence case, title case, and toggle case.

Q.No. (17) How you will change the case of text?

Select the text → format menu → change case → select the desire option

Q.No. (18) What is procedure for saving in file in Word?

File menu → save → give file name → click on save button

Q. No. (19) How many mistake or error comes in MS Word?

Normally two type of errors come across while working in MS Word.

(1) **Spelling error:** the text under lined with red color

(2) **Grammar error:** the text under lined with green color.

Q.No. (20) What do you know about Media Player?

Media player is used to play music from CD, DVD and saved files.

Q.No (21) How many control button are on Media player?

There are following button are on Media player

(1) **Play / Pause:** it is used to play or pause the audio/video.

(2) **Stop:** it is used to stop audio/video being played.

(3) **Volume:** it is used control sound as high or low.

(4) **Mute:** it is used mute the sound being played.

(5) **Next:** it is used to run next track.

(6) **Previous:** it is used to go to previous track.

Q. No. (22) How you will player Audio / Video file from CD/DVD?

Insert the disk in CD ROM, Double click the My Computer, Double click the CD drive and double click the file

Solved Exercise ofUnit No. 03

Q.No. 1 Fill in the Blanks

(1) In Paint **tool** box contain a variety of tool for drawing

(2) In Paint eraser tool is used to erase the unwanted part of drawing

(3) In Paint, line tool can be used to draw straight, vertical, **horizontal** and diagonal lines

(4) In Paint, Brush tool is used to make different parts of drawing colorful.

(5) In paint, **Air Brush** is used to draw spray like drawing

(6) Right index finger is place on the home J key.

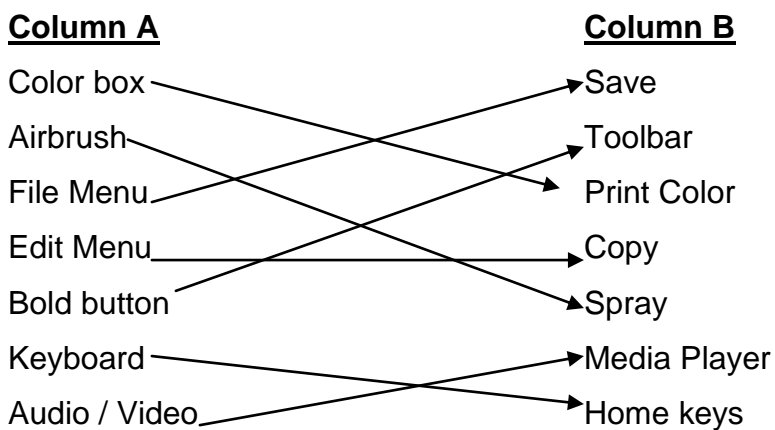
(7) In Word, we can copy and paste the text using File menu

(8) In word change case tool can convert the typed text into any case

(9) We can zoom the drawing with the help of magnifier tool

(10) As we type in a word document, it automatically checks for spelling and grammar errors.

Match the following by drawing lines.



Select the Best choice for the following Questions

(1) Which tool is use in paint to draw multiple type of polygon?

- (a) Rectangle (b) Polygon (c) Ellipse (d) Line

(2) Which curly line indicates spelling mistake in Word

- (a) Green (b) Black (c) Red (d) Blue

(3) Which of the following program has Flip/Rotate feature?

- (a) Paint (b) Typing Tutor (c) Word (d) Windows

(4) Which finger is used to press home key F?

- (a) Right Index (b) Left Index (c) Left Middle (d) Thumb

(5) In Word, which toolbar icon is used to print a full document?

- (a) (b) (c) (d)

(6) In Word, which menu offers the New Command?

- (a) File (b) Edit (c) View (d) Format

(7) In Word, which aligning text option aligns the text from both sides?

.....
(a) Right Align (b) Left Align (c) Center Align (d) Justified

(8) In Word, which of the following short cut is used to copy from a document?

.....
(a) Ctrl+P (b) Ctrl+C (c) Ctrl+X (d) Ctrl +V

(9) Which program is used to play audio/video files?

(a) Paint (b) Typing Tutor (c) Word (d) Media Player

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