

<b>Class: XI Business Administration</b>	<b>Department: Commerce</b>
<b>WORKSHEET- 1</b>	<b>Topic: INFORMATION TECHNOLOGY SKILLS – ICT SKILLS</b>

### **I.FILL IN THE BLANKS:**

1. A variety of word processors such as **Microsoft Word, Open Office Writer, and Star Office** have been developed to make text input and editing on the computer easy.
2. **Apache OpenOffice Writer** is a word processor program, which is equivalent to MS Word.
3. A **font** is a specific size and style of a typeface.
4. There are three different ways to align text in Word Document, you can align to the **left, right or centre**.
5. **Word processor** is a software that helps you type and work mainly with text on a computer.

### **II.Multiple choice questions:**

**Read carefully all the options given below the question and choose the correct option(s).**

1. Using a word processor, you can create resumes and posters. State whether this is true or false. (a) **True**  
(b) False
2. Which of the following options are word processors? Select all the correct options.  
(a) Google Docs  
b) LibreOffice Writer (c)  
Microsoft Word  
(d) **All of the above**
3. Which shortcut key is used to create a new document?  
(a) Ctrl+ c  
(b) **Ctrl + n**

- (c) Ctrl + m
- (d) Ctrl + d

4. Undo, cut, copy and paste are \_\_\_\_\_ commands.

- (a) View
- (b) **Edit**
- (c) Styles
- (d) File

5. You can change the magnification of the page (i.e., make it bigger or smaller) using \_\_\_\_\_ option.

- (a) Page indicator
- (b) Proofing level
- (c) **Zoom bar**
- (d) Help

6. On the \_\_\_\_\_ side of the status bar, you can see page number and word count in LibreOffice.

- (a) right
- (b) centre
- (c) **left**
- (d) middle

7. Which menu option has the commands Save, Print and Close?

- (a) Insert
- (b) **File**
- (c) Tools
- (d) Format

8. What is the shortcut to save the changes made to an existing file?

- (a) **FILE > SAVE**
- (b) INSERT > SAVE
- (c) HOME > SAVE

9. What is the shortcut to close a document?

- (a) FILE > SAVE
- (b) **FILE > CLOSE**
- (c) FILE > EXIT

10. What is the shortcut to print a document?

- (a) FILE > EXPORT
- (b) FILE > SEND
- (c) F7
- (d) **ctrl+p**

11. Priya wants to change the spelling of a word in the entire document. Which option will she use?

- (a) **Copy**
- (b) Align Left
- (c) Find & Replace
- (d) Paste

12. Which of the following statements is true?

- (a) You cannot replace all matching words with another word in one go
- (b) You can align text in the center
- (c) **When we use cut and paste, the text appears in both the places**

13. Which menu option will you use to start the spell checker in LibreOffice Writer?

- (a) **Tools>Spelling**
- (b) Tools>Automatic Spell Checking
- (c) Tools>Language (d) Tools>Options

14. Which shortcut key will you use to start the Spell Checker? (a)

- F5
- (b) F1
- (c) **Alt+ F7**
- (d) F9

15. Ravi wrote an article on the benefits of sports. But everywhere he spelt the word sports as spots. Which option in the Spelling dialog box will you use to change all the wrong words to the right one in one go?

- (a) Correct
- (b) Always Correct
- (b) Add to Dictionary
- (d) **Correct All**

### **III. ANSWER THE FOLLOWING QUESTIONS :**

**1.What are the steps to save a new word document?**

**Answer –** The steps to save word document are –

Step 1: Click on file and then click on save

Step 2: Locate the folder where you want to save

Step 3: Write a File Name

(By default extension is .odt)

Step 4: Save the File

## **2. What are the different alignments in the Word document?**

**Answer** – There are three different ways to align text in Word Document, you can align to the left, right or center.

## **3. What is a Word Processor?**

A. Word processor is software that helps you type and work mainly with text on a computer.

## **4. List the word processors**

A. A variety of word processors such as Microsoft Word, Open Office Writer, and Star Office have been developed to make text input and editing on the computer easy.