CLASS – II

COMPUTER SCIENCE NOTES SEPTEMBER

Chapter – 4

A. Tick the right option:

1. Word pad is a program used to:

(b) Type text

2. Which bar display Quick Access toolbar?

(b) Title bar

3. What is the small blinking line that tells us the point from where we can start typing called?

(a) Cursor

4. Which option is used to italicize the text?

(b) I

5. You can save a document with different name using an option:

(b) Save As

B. Fill in the blanks using the given words.

1. **Alphabet Keys** are used to type our name.

2. Most commands are grouped together in the **Ribbon**

3. Enter Key takes the **Cursor** to the beginning of the new line.

4. You can change the appearance of the typed text by changing its **Font.**

5. To quit Word pad, select **Exit** option from the File menu.

C. Write 'T' for true and 'F' for false statements.

1. Word pad software is used for drawing on the computer. **F**
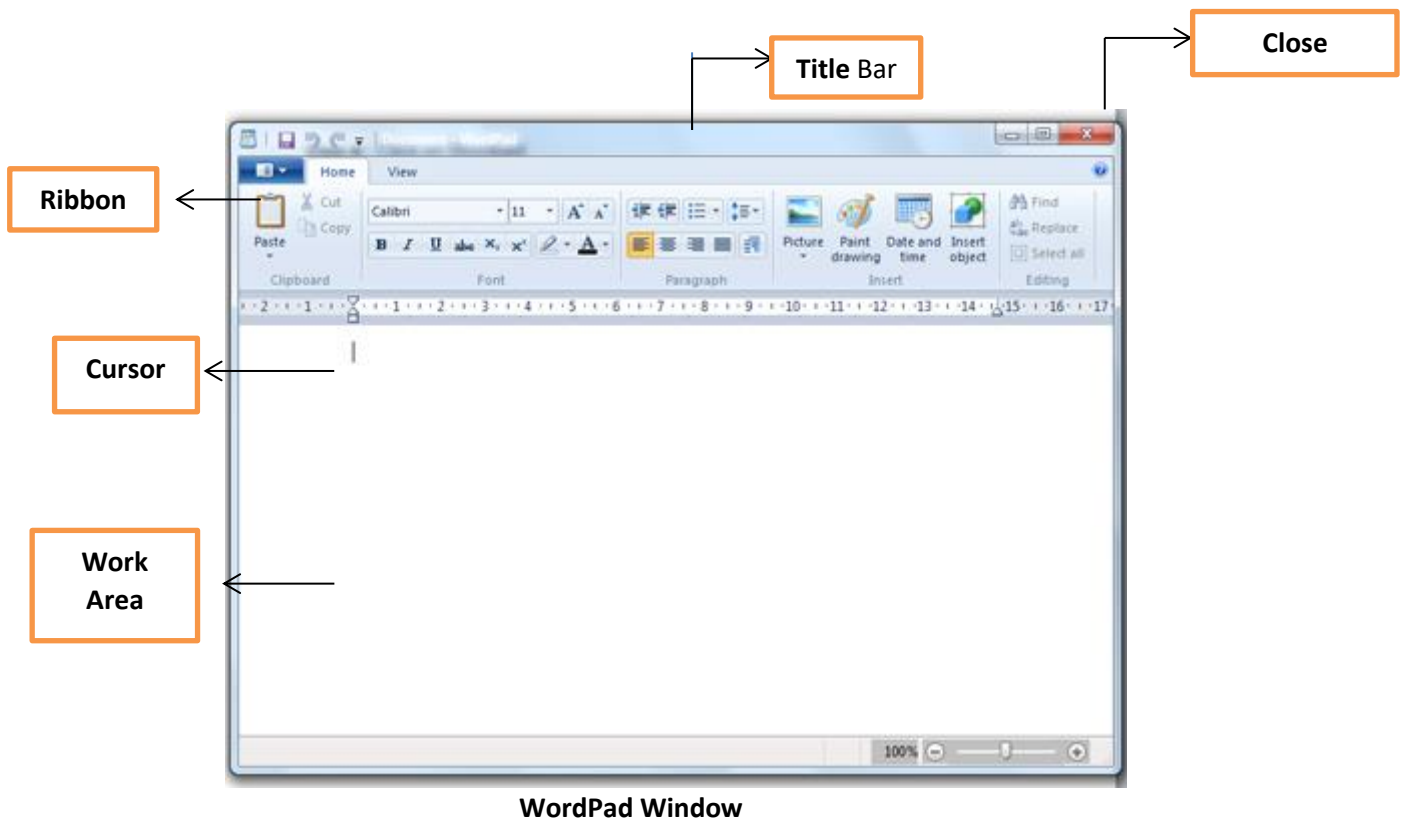
2. Save command is used to save a file. **T**

3. In Ribbon, commands are arranged in groups in Word pad. **T**

4. The Work area is used to type the text. **T**

5. We can click on the Close button to exit the Word pad program. **T**

D. Mark the given option in the Word pad window

Close

Title Bar

Ribbon

Cursor

Work Area

WordPad Window

E. Answer the following questions.

1. What is the use of Word pad?

Answer: WordPad is used to type letters, stories and essays in a simple way.

2. Name the bar present on the left of the Title bar in WordPad.

Answer: Quick Access Toolbar is present on the left of the Title bar in WordPad.

3. What is font?

Answer: A font is a graphical representation of text.
It has different size, style, colour, or design.

4. Write the steps to save the a file in WordPad program.
Answer:
Step1: Click the **File** tab.
Step2: Click **Save** option.
Step3: Type name in the **File name** box.
Step4: Click on the **Save** button.