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| **MIDTERM TEST****CRT-01** |
| **NAME :** | **CLASS: V-**  | **SUBJECT: CS** | **DATE: 20.08.19** |
| **CH -**2. **CH -3-FEATURES OF WORD 2016** | **MARKS:**  | **25** |
| **SUBJECT TEACHER’S SIGNATURE** |  | **PARENT’S SIGNATURE** |  |

**1.Choose the correct option: 5x1=5**

1)A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wavy underline indicates a misspelled word.

a)Red b) Blue c)Green d) None of these

2)Which of the following buttons will you click to add the word to the Word 2016 dictionary?

a)Ignore b)Add c)Change d)Insert

3)In which of the following Change case options, the first character of each word is capital?

a)Lowercase b)Toggle case c)Sentence case d)Capitalize Each word

4)Which option will you choose on the Spelling pane to change all instances of the selected word in the document?

a)Change b)Ignore c)Change All d)Ignore All

5)The Spelling & Grammar option is available in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.

a)Insert b)Review c) Home d)Layouts

**2.Fill in the blanks: 5x1=5**

a) A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a symbol that marks an important line of information.

b)The Replace command is available in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group of the Home tab.

c)The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ command is used to locate a specific word or text in a document.

d)A blue, wavy underline indicates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ mistakes.

e)Thesaurus tool provides a list of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a given word.

**3.Write True or False: 5x1=5**

a)You can check spelling mistakes in the entire document. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b)You can have a picture as a bullet. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c)In Word 2016, you cannot change the case of the existing text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d)The Change case option is available on the Home tab. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e)A bullet list is used when the order of items in the list is important. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.Application based questions: 2x2=4**

a)Muskan wants to insert the multiplication sign in a Word document. Name the tab, group and option that she can use for this purpose.

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b)Meesha wants to replace the word ‘color’ with ‘colours’ in the entire document. Name the feature of Word 2016 that she can use for this purpose.

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**5.Answer the following questions(any-3): 3x2=6**

a)How can you change the bullet style to a symbol? Write the steps.

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b)What is the use of the Navigation pane in finding text?

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c)Name the various change case options available in word 2016.

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d)What is the difference between Ignore and Ignore All options on the spelling pane?

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