

INTERNATIONAL INDIAN SCHOOL BURAIDAH
Class 3 Computer Practice Sheet for Term-1

A) Fill in the blanks

1. The term _____ has been derived from the word 'compute'.
2. _____ can support 4 to 200 users, simultaneously
3. A computer does not have its own _____.
4. A computer is a _____ device that can handle different applications at the same time.
5. The parts of a computer that can be touched are called _____.
6. The devices used for storing data are called _____ devices
7. A _____ manages the overall work of a computer
8. The _____ is the main screen of Windows, which appears after the welcome and login screens.
9. The _____ button provides ability to open multiple desktop at the same time.
10. Advanced search tool of Windows 10 is called _____.
11. The _____ is a blank area in the left margin of a document.
12. The _____ command cancel the last action performed.
13. making changes in the document is called _____.
14. The middle area of the task bar is known as _____.
15. Incorrectly spelt words can be seen with the _____ wavy line under them.

B) True/False

1. A computer can do a large number of calculations quickly.
2. A computer can store a large amount of data.
3. A computer cannot do many tasks at the same time.
4. Tablets use a physical keyboard for taking input.
5. A monitor is an input device.
6. A printer is an output device.
7. A spreadsheet program is used to create videos.
8. The paint 3-D program is used for drawing pictures.
9. The clock is present on the quick launch bar.
10. The Start button is found on the left side of the task bar.
11. You cannot search for an application using the Search box.
12. A screen saver appears whenever a computer is left in the idle mode.
13. The shortcut key to close a document is Ctrl+C.
14. To select a paragraph, double click anywhere in the paragraph.
15. You need to select it to the text to perform any operation operation on it.
16. To duplicate the text, you can use the Cut and Paste commands.

C)Select the correct option

1. A computer can store a large amount of _____
a. Words b. Data c. numbers
2. Which of the following is a micro computer?
a. Laptop b. Desktop c. Both a and B
3. _____ means a computer can perform multiple tasks at one time
a. Accuracy b. multitasking c. storage
4. These are the most powerful computers.
a. super computers b. micro computers c. mainframe computers
5. Which program manages all the jobs of a computer?
a. Operating System b. Desktop. c. Screen Saver
6. The small labelled pictures on the desktop are known as
a. Icons b. Buttons. c. Keys
7. A background image of the desktop is called _____
a. Icon b. Wallpaper c. Screen Saver
8. The _____ opens up when you click on the Start button.
a. Start Menu b. Windows c. Shortcut Menu
9. Which tab holds the Cut, Copy, and Paste options?
a. Home b. File c. Insert
10. Grammatical errors are indicated with _____.
a. Red Wavy Line. b. Green Wavy Line c. Double Blue Lines
11. In which mode can you replace the existing text by typing the new text on it?
a. Overtyping Mode b. Insert Mode c. Both a and b
12. Which is the shortcut key to save a document?
a. Ctrl+S b. Ctrl+U c. Ctrl+C

Q/A

1. what is the computer?
2. mention any two disadvantages of computers?
3. define system software?
4. what is an operating system?
5. List any two features of Windows 10
6. what is a desktop?
7. List any two features of a word processing software
8. what do you understand by the term editing?
9. describe hardware and software
10. what are the input and output devices?