



# VIDYA BHAWAN BALIKA VIDYAPITH

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INFORMATION TECHNOLOGY FOR CLASS 9

(Study materials based on N.C.E.R.T)

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DATE: - 02/09/2020(WEDNESDAY)

## DIGITAL DOCUMENTATION

### EXERCISE

- Which of following is not a component of the Office Suite?
  - Writer
  - Impress
  - Internet Explorer
  - Base
- The most widely used word processing software in late 1970s was\_\_\_\_\_.
  - Word Perfect
  - Word
  - Word Star
  - Writer
- We can change the mistakes noticed in which of the following?
  - Electronic typewriter
  - Word processor software
  - Simple typewriter
  - Both (a) and (b)
- Header and Footer is available in which of the following menus?
  - File Menu
  - Insert Menu
  - View Menu
  - Edit Menu
- To hide or view ruler we should go to which of the following menus?
  - Tools Menu
  - Insert Menu
  - View Menu
  - Edit Menu
- To check the grammar we should go to which of the following menus?
  - Tools Menu
  - Insert Menu
  - View Menu
  - Edit Me

### **Fill in the blanks**

7. The submenu item with three dots '...' just after the submenu name, denote that it will open the \_\_\_\_\_.
8. 2. The submenu item with right hand side arrows '▶', means, clicking on it will open \_\_\_\_\_.
9. 3. Formatting Tool Bar contains various options for \_\_\_\_\_.
10. 4. By pressing the Home key you jump to the \_\_\_\_\_ and by pressing the End key you jump to \_\_\_\_\_.
11. 5. After using the undo command, to go back again to the previous position the, \_\_\_\_\_ option or command is used