



# 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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## DIGITAL DOCUMENTATION

### EXERCISE

**1. Which of following is not a component of the Office Suite?**

- (a) Writer
- (b) Impress
- (c) Internet Explorer
- (d) Base

**2. The most widely used word processing software in late 1970 was \_\_\_\_\_.**

- (a) Word Perfect
- (b) Word
- (c) Word Star
- (d) Writer

**3. We can change the mistakes noticed in which of the following?**

- (a) Electronic typewriter
- (b) Word processor software
- (c) Simple typewriter
- (d) Both (a) and (b)

**4. Header and Footer is available in which of the following menus?**

- (a) File Menu
- (b) Insert Menu
- (c) View Menu
- (d) Edit Menu

### FILL IN THE BLANKS

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

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PGT (IT)  
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