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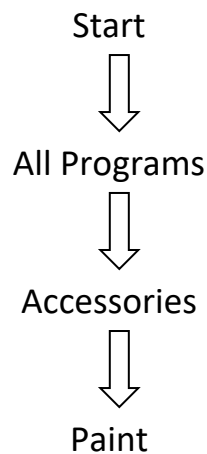
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SESSION: 2019- 2020
CLASS: II
SUBJECT: ICT
HANDOUTS

Chapter-5
Fun with Paint

Answer the following question.

Q.1. How to start paint?

Ans: Follow these steps to start paint: first we have to click the,



Q.2. What does the paint window have?

Ans: The paint window has the Paint button, Ribbon and drawing area.

Q.3. What does the Ribbon contains?

Ans: The Ribbon contains clipboard, image, tools, shapes and colors.

Q.4. What is the Drawing Area?

Ans: Drawing Area is the area on paint window where you can draw and color.

Q.5. How does the Pencil tool help us?

Ans. The Pencil tool helps us to draw.

Q.6. How does the Eraser tool help us?

Ans. The Eraser tool helps us to erase drawings.



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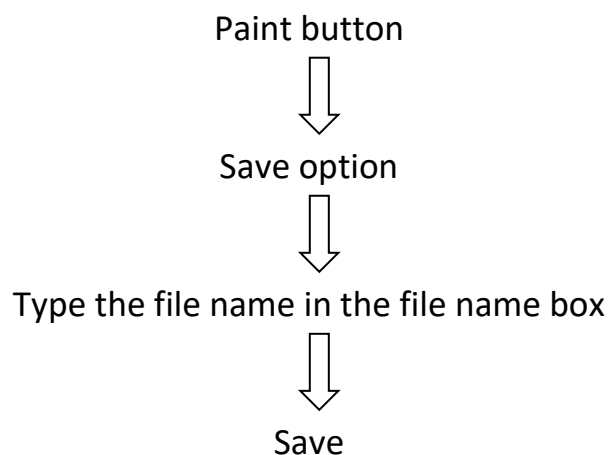
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Q.7. How do the Shapes tool help us?

Ans. The Shapes tool helps us for drawings from different shapes. Such as: Line tool, Rectangle tool, Oval tool.

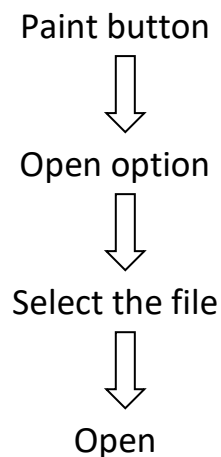
Q.8. How to save a picture in paint?

Ans: Follow the steps given below: first we have to click the,



Q.9. How to open a save picture in paint?

Ans: Follow the steps given below: first we have to click the,





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Chapter-6

Introduction to MS Word 2007

Answer the following question.

Q.1. What is a cursor?

Ans: Cursor is the blinking vertical line in the work area.

Q.2. What is Work Area?

Ans: Work Area is the area in the document window where we can type the text.

Q.3. How do you close a file in MS 2007?

Ans: To close a file in MS 2007, click on the **Close button** on the upper-right corner of the **Title Bar**. If the file has not been saved, a prompt box appears, Click on the **Yes** button to save the changes.

Q.4. What is the role of the Status Bar in MS Word 2007?

Ans: Status Bar displays information about the current cursor position.

Q.5. What is the use of the Office Button?

Ans: Office button consists of options such as Save, Save as, Print etc.



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Exercise

A. Fill in the blanks:

1. The **Horizontal** scroll bar is used to shift the Word Area display left or right.
2. The Exit Word option in the **Office button** drop-down list is used to exit from MS Word 2007.
3. The **save** command is used to store the typed text.
4. MS Word 2007 is used to process **documents**.
5. To open MS Word 2007 select:

Start ➡ **All Programs** ➡ Microsoft Office ➡ Microsoft Word 2007.

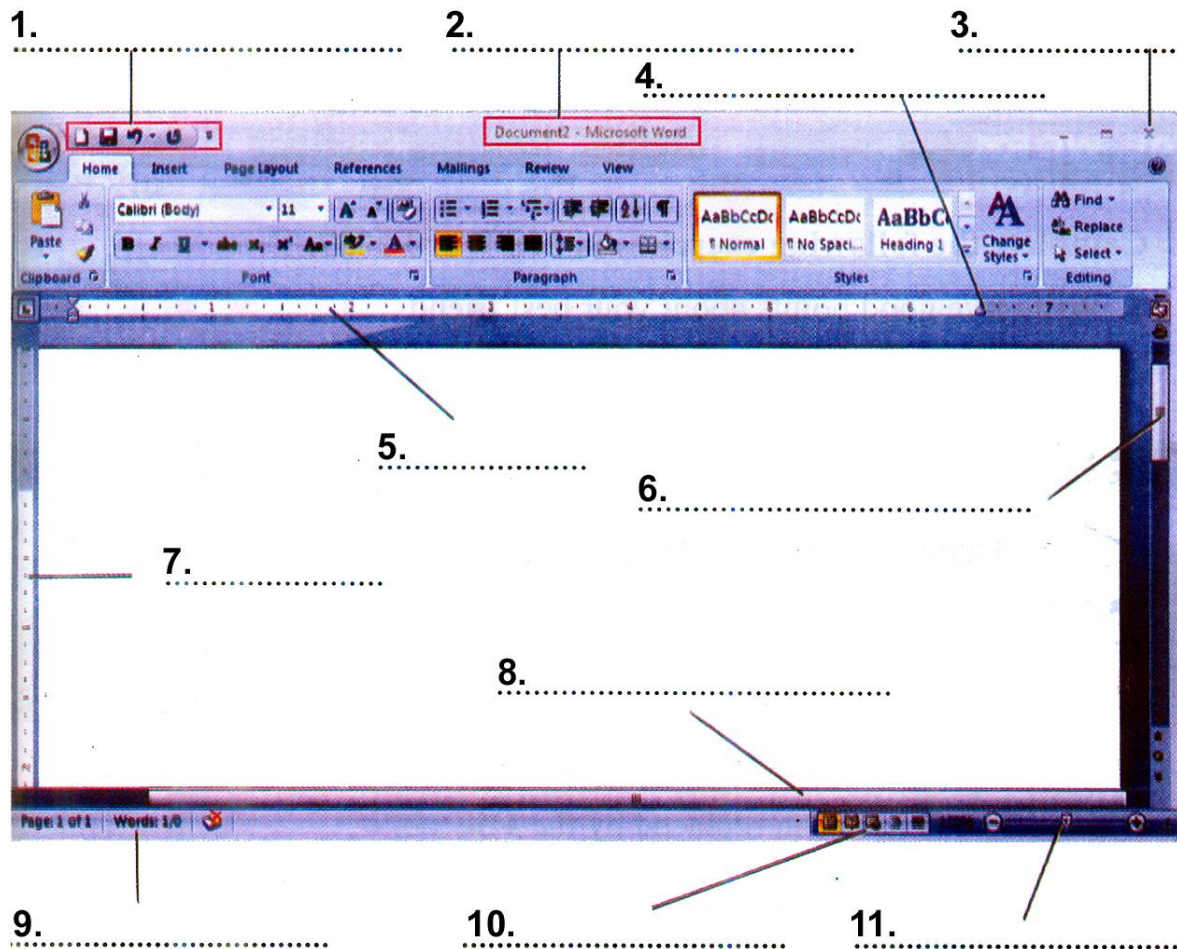
B. True / False:

1. The Title Bar appears at the bottom of the screen. [F]
2. The Ribbon displays tabs such as Home, Insert and Page Layout. [T]
3. The Ribbon measures the length and width of the page in MS Word 2007. [F]
4. Title Bar consists of buttons for the most commonly used commands. [F]
5. A ruler helps you type in Microsoft Word. [F]
6. Work Area is the area in the document window where you can type the text. [T]



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C. Label the following picture.



- 1. Quick Access Toolbar
- 2. Title bar
- 3. Close
- 4. Tab

- 5. Ruler
- 6. Vertical Scroll Bar
- 7. Ruler
- 8. Horizontal Scroll Bar

- 9. Status Bar
- 10. View buttons
- 11. Zoom slider