



SNBP's international school,manjri

Worksheets for Class 8

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Q1. Choose the best answer:

1. Which is the default alignment in word?

- (A) Left (B) Right
(C) Centre (D) Justify

2. Following is used for creating presentations.

- (A) MS Word (B) MS Access
(C) MS Excel (D) Power Point

3. File extension of word document is

- (A) .xls (B) .doc
(C) .word (D) .jpeg

4. The shortcut command of 'save' in word:

- (A) Ctrl + A (B) Ctrl + C
(C) Ctrl + V (D) Ctrl + S

5. Word processing package allow users to:

- (A) Edit text (B) Save text
(C) Print text (D) All of the above

6. Following font size is not supported by word:

- (A) 15 (B) 72.5
(C) 102.89 (D) 532

7-The number of ways you can save a word document, are

- (A) 2 (B) 3
(C) 4 (D) 5

8.Values of normal margin (in inches) in ms-word is

- (A) left-0.5, right-0.5, top-0.5, bottom-0.5
(B) left-0.75, right-0.75, top-0.5, bottom-0.5
(C) left-1, right-1, top-1, bottom-1
(D) left-1.5, right-1.5, top-1, bottom-1

9.MS word is a (an)

- (A) Operating system (B) Application software
(C) System software (D) None

10-Following is the short cut for select all

- (A) Ctrl + L (B) Ctrl + S
(C) Ctrl + A (D) Ctrl + F

Q2. Fill in the blanks.

- A. The intersection of a column and a row on a worksheet called _____
- B. _____ type of chart is useful for comparing values over categories ?
- C. _____ function in Excel tells how many numeric entries are there
- D. A features that displays only the data in column (s) according to specified criteria _____

Q3. Enter Title:

- 1. Statistical calculations and preparation of tables and graphs can be done using _____
- 2. Formulas in Excel start with _____
- 3. A function inside another function is called _____
- 4. The Software which contains rows and columns is called _____

Q4. Answer the following in one word or one sentence :

- a. On which toolbar you have file open, file close, file save buttons ?
- b. On which toolbar you have buttons to change the appearance of your text?
- c. Name the bar below title bar.
- d. In which portion of MS Word do we write the text?
- e. Name the two windows in MS Word.
- f. On which bar we have name of the current Application.
- g. Which is the last button on right side of title bar?

Q5. Write the full forms for the following :

- | | |
|----------|-----------------|
| FD _____ | ST _____ |
| BK _____ | LT _____ |
| RT _____ | CS _____ |
| CT _____ | PD _____ |
| HT _____ | PU _____ |

Q6. Answer the following questions: (2 marks)



1. Why do we use MS Word?
2. Give three uses of MS Word.
3. Write short note on cybercrime.
4. What is phishing?
5. Briefly explain the term Animation.

Q7. Write a informal letter in MS word to your friend how did you spend your time during lockdown.



THANK YOU

