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Chapter → 5

Very short questions

Q. a Name the three control buttons on a word pad window?

Ans. a The three control buttons on a wordpad window are :-

1 Minimize

2 Maximize

3 Close

Q. b How many tabs are present in Word

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Ans. b

Two tabs are present in word pad.

① Home tab

② View tab

Q. c Which tool should you use to

minimize a Word Pad window?

Ans. c Minimize tools.

Q. d In which tab, is the paragraph

group present in Wordpad?

Ans. d Home tab is the paragraph

group present in Word pad.

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Short answer questions

Q.1 Define taskbar.

Ans.1 The thin bar at the bottom of the desktop is called the taskbar.

Q.2 What is a desktop?

Ans.2 When we turn on the computer we will see the first screen which is known as the Desktop.

Q.3 Write the steps to save as Wordpad file.

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Ans-6

To save wordpad file, follow the given steps --

- ① Click - on the wordpad button.
- ② Click - on the 'Save' option.
- ③ A save as dialog box appear.
- ④ Type the file name.
- ⑤ Click - on the save button to save file.

Q. How will you shut down a computer system?

Ans The steps to shut down the computer system are as follows.

1. Click on the Start button.
2. Click on power with a left mouse click, you will see a new menu
3. Select Shut Down

Shyam
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