

The City School

PAF Chapter

COMPREHENSIVE WOESHEET ACADEMIC YEAR 2015-2016



IC Tech JUNIOR – 4

Q. 1 Directions: Write the correct peripheral device for each definition using the word box below. Check the correct input, output, or storage box next to the device.

		Printer	Microphone		
	LCD Projector	CD/DVD Drive		Digital Camera	Mouse
USB Drive	Scanner		Headphones		Webcam
Keyboard					

Peripheral Device	Input/Output/Storage	Definition
1.	<input type="checkbox"/> Input <input type="checkbox"/> Output <input type="checkbox"/> Storage	A video camera that is connected to the Internet.
2.	<input type="checkbox"/> Input <input type="checkbox"/> Output <input type="checkbox"/> Storage	A device that prints text or graphics on paper.
3.	<input type="checkbox"/> Input <input type="checkbox"/> Output <input type="checkbox"/> Storage	A device with a moveable ball that is operated by the hand to control the cursor.
4.	<input type="checkbox"/> Input <input type="checkbox"/> Output <input type="checkbox"/> Storage	A camera that records pictures in a digital format.

5.	<input type="checkbox"/> Input <input type="checkbox"/> Output <input type="checkbox"/> Storage	The component that reads and writes information to CDs (compact discs) & DVDs (digital videodiscs).
6.	<input type="checkbox"/> Input <input type="checkbox"/> Output <input type="checkbox"/> Storage	A small storage device that plugs into a computer's USB (Universal Serial Bus) port.
7.	<input type="checkbox"/> Input <input type="checkbox"/> Output <input type="checkbox"/> Storage	A hardware device consisting of buttons (keys) that the user presses to type characters into a computer.
8.	<input type="checkbox"/> Input <input type="checkbox"/> Output <input type="checkbox"/> Storage	A device that projects images onto a screen.
9.	<input type="checkbox"/> Input <input type="checkbox"/> Output <input type="checkbox"/> Storage	Small speakers mounted <i>over the ears</i> that convert electrical signals into sounds.
10.	<input type="checkbox"/> Input <input type="checkbox"/> Output <input type="checkbox"/> Storage	A device that converts sound waves into electrical impulses that <i>can record</i> sound.
11.	<input type="checkbox"/> Input <input type="checkbox"/> Output <input type="checkbox"/> Storage	A device used to scan and translate images into a digital format to be read by the computer.

Q 2 What is secondary memory? Give any three examples.

1. _____

2. _____

3. _____

Q 3 Give any two application of computers.

1. _____

2. _____

Q 4 Fill in the blanks with the correct word.

Font	Justify	ordered	unordered	Calibri
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1. _____ is a type of alignment.

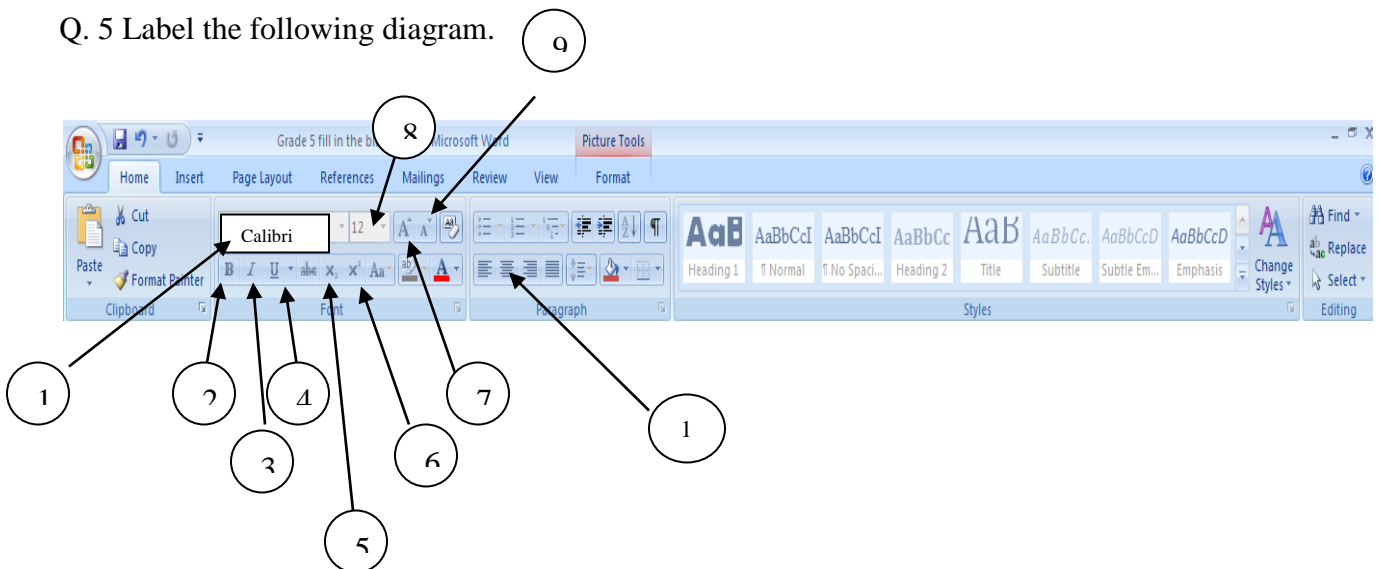
2. _____ list is created when you make use of bullets.

3. _____ list is created whrn you make use of numbering.

4. _____ dialog box can change the font name, size, style and color.

5. The default font name is MS word 2007 is _____

Q. 5 Label the following diagram. Q



1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Q.6 What is text alignment? State the 4 types paragraph alignments available in MS Word.

1. _____

2. _____

3. _____

4. _____

Q. 11 Multiple choice questions

1.) Which of the following icon is the tool used to apply bullets to the selected text?

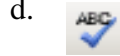


2.) On formatting toolbar which tool is clicked to run spell and grammar check?





3.) Select the icon that is used to insert Word Art from the Drawing Toolbar?



4.) Which of the following is the Save document button



5.) Which option apply bullets and numbering on text.



6.) Select the Justify button from the following



b.

c.



d.



7.) Select the tool used to cut the selected text in document?

a.



b.



c.



d.

