

BHARTIYA SHIKSHA BOARD
Worksheet – Half Yearly
COMPUTER (ICT) - Class 3
Session 2025-26

Time: 2 Hours

Max Marks: 40

Instructions:

- Read the questions carefully.
- Please check that this worksheet contains **05** printed pages.
- **10** minutes extra time is allowed to read this worksheet. During this time, students will only read the worksheet and not write the answers.
- This worksheet contains **07** questions.
- Attempting all the questions is compulsory.
- Q.no. **1, 2, 3** and **4** carries **05** marks each.
- Q.no. **5** carries **04** marks.
- Q.no. **6** carries **08** marks.
- Q.no. **7** carries **08** marks.

Q1. Tick (✓) the correct answer.

(1x5=5)

1. The Key combination Ctrl + W is used to _____ a document.
(a) Close () (b) Save ()
(c) Open () (d) Print ()
2. In which year was Windows 10 released?
(a) 2013 () (b) 2016 ()
(c) 2021 () (d) 2015 ()
3. Which is the first screen that appears when we switch on a Windows 10 computer?
(a) Lock screen ()
(b) Sign-in screen ()
(c) Welcome screen ()
(d) Shut down screen ()
4. Which of these is a system software?
(a) Windows () (b) Tux Paint ()
(c) WordPad () (d) MS Word ()

5. Which of these parts of the CPU performs all comparisons?

- (a) ALU () (b) MU ()
(c) CU () (d) WWW ()

Q2. Write T for true and F for False statements. (1x5=5)

1. There are four scroll bars in Word. ()
2. Small pictures and graphics displayed on the desktop are called icons. ()
3. The data processed by the CPU is sent to the output devices.
()
4. Linux is a GUI based Operating System. ()
5. The tabs contain commands that are arranged into different groups. ()

Q3. Fill in the blanks using the words from the help box. (1x5=5)

.docx	Play	Ctrl + P	Notification area	Quit
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1. The key combination to print a document is _____.
2. The filename extension of a saved file in Word 2016 _____.
3. To exit Tux Paint, click on _____ tool.
4. The _____ is present on the right side of the Taskbar.
5. To run the slideshow in Tux Paint, click on the _____ button.

Q4. Write the full forms of the following. (1x5=5)

1. ALU _____
2. CPU _____
3. CU _____
4. CUI _____
5. GUI _____

Q5. Define the following:

(1x4=4)

1. ALU

Ans. _____

2. Software

Ans. _____

3. Hardware

Ans. _____

4. Storyboard

Ans. _____

Q6. Short answer questions:

(2x4=8)

1. Name the components of the Word window.

Ans. _____

2. What is taskbar?

Ans. _____

3. What is a Slideshow?

Ans. _____

4. What is a Zoom Slider?

Ans. _____

Q7. Answer any two from the following long answer questions. (4x2=8)

1. Explain the Ribbon and its components.

Ans. _____

2. Explain the functions of the three parts of the CPU.

Ans. _____

3. Explain the differences between GUI and CUI.

Ans. _____

4. Write the steps to create a storyboard in Tux Paint.

Ans. _____
