



INDIAN SCHOOL NIZWA - WORKSHEET

COMPUTER SCIENCE

CH:3 COMPUTER VIRUSES, CH:5 MICROSOFT WORD

Name: _____

Date: _____

Class: VII Sec: ____

I. Choose the correct option.

- A paragraph text runs between the two key strokes of :
 - Shift key
 - Spacebar key
 - Enter Key
 - Ctrl key
- _____ determines the distance of the paragraph from either the left or the right margin.
 - Spacing
 - Indentation
 - Layout
 - None of these
- _____ effect is used to type a large capital letter at the beginning of the paragraph
 - Text box
 - WordArt
 - Drop Cap
 - All of these
- Default alignment of text is
 - Justify
 - Center
 - Left
 - Right
- _____ is the vertical distance between the paragraph lines
 - Shading
 - Indentation
 - Line Spacing
 - Alignment
- By default M S Word has _____ columns.
 - 2
 - 3
 - 4
 - 5
- _____ tab in Ms Word is used to insert Drop cap , WordArt , Header, Footer and shapes
 - Home
 - Insert
 - Format
 - View
- Computer Viruses can be infected through the activity
 - Sharing files with others
 - Visiting an infected website
 - Opening spam email
 - All of these
- _____ viruses spread by infecting documents and spread sheets.
 - Macro
 - Resident
 - Network
 - None of these
- _____ can steal information from another computer



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- a. Malware b. Adware c. Spyware d. None of these
11. _____ are people who use their computer skill to enter in to computers system without authorization
- a. Programmers b. Hackers c. Crackers d. None of these
12. Firewall is a type of
- a. Hardware b. Software c. Both Hardware and Software d. None of these

III. Fill in the blanks:-

- _____ refers the way the text is aligned with regard to the right and left margins of the page.
- To Sort alphabetical data , select sort option from _____ group under home tab.
- Page set up group in the _____ tab is used to set margins,
- The two orientation of MS Word document are _____ and _____.
- _____ is where one page ends and another begins
- By default spacing between lines is _____.
- _____ tab contains Borders shading and page border option.
- A cover page is always added at the _____ of the document.
- Print option is available on _____ tab.
- An example for anti virus software is _____.
- A _____ is a program that enters the computer system by attaching itself to another program and spread across the system
- _____ refers to a variety of malicious software.
- _____ are utility programs that safeguard your computer from virus attacks.
- _____ displays unwanted advertisements when a user is online.
- _____ are programs that enter computer networks and replicate themselves.