

BCM School, Basant Avenue, Dugri Road, Ludhiana
Class IX
Information Technology (402)

Q1. What is the by default name of a presentation made in LibreOffice?

- a) Shw1
- b) Slide1
- c) Untitled1
- d) Presentation1

Q2. Which company owns LibreOffice?

- a) Apple
- b) Microsoft
- c) The document foundation
- d) All of the above

Q3. Undo, cut, copy and paste are commands.

- a) File
- b) Edit
- c) Styles
- d) View

Q4. Which shortcut key do we use to edit a cell?

- a) F1
- b) F2
- c) F3
- d) F4

Q5. Differentiate between standard toolbar and formatting toolbar.

Q6. How many types of data is used in MS Excel?

Q7. What are the common errors in MS Excel?

Q8. How will you count the total words of a document?

**Q9. What is the default extension assigned to the document in Writer when you save it?
Write down the steps to save the document to Microsoft Word document?**