



Class:IX

CHAPTER -

Subject : FIT

1. Multiple Choice Questions (Tick the correct option) :

[$\frac{1}{2} \times 4 = 2$]

- (a) A table of addresses in a Mail Merge process is called _____ .
- (i) Data Source
 - (ii) Main Document
 - (iii) Merge Field
 - (iv) None of these
- (b) An inbuilt utility of MS Word for changing the look, colour and design of the borders of a table is called _____ .
- (i) template
 - (ii) autoformatting
 - (iii) shading
 - (iv) None of these
- (c) The shortcut key to increase the font size is _____ .
- (i) CTRL+SHIFT+>
 - (ii) CTRL+SHIFT+I
 - (iii) CTRL+SHIFT+<
 - (iv) CTRL+SHIFT+1
- (d) A table is made up of _____ .
- (i) header and footer
 - (ii) rows and columns
 - (iii) field and headings
 - (iv) All of these

2. Answer in short :

[1 × 4 = 4]

- (a) What are Shapes in MS Word?
- (b) What are the components of Mail Merge?
- (c) What is the use of Mail Merge?
- (d) What is Data Source?

3. Explain the following :

- (a) Reena had planned to celebrate her birthday with her friends. She had written and designed the greeting card. She want to send it to her friends. [1 + 1 = 2]
- (i) What feature of word processor could help her to save the time?
 - (ii) What feature could be used to get the hard copies of the card?
- (b) How do you review comments? **2**
- (c) Give the main steps to Mail Merge a document and a Data Source. **5**