

Fatima Academy (Girls & Boys)
Fatima Nagar, Itki, Ranchi, Jharkhand
Summative Assessment 1 (2025-2026)

Class: 3

Subject: Computer

Answer Key

Section A: Multiple Choice Questions (20 Marks)

1. What is a computer? **b) An electronic device**
2. Which part of a computer is used to type letters and numbers? **b) Keyboard**
3. What is an operating system? **b) Software that controls the computer**
4. In Paint 3D, which tool is used to draw freehand lines? **a) Brush**
5. In MS Word 2016, which tab is used to change the font style? **b) Home**
6. What does the "Save" button do in MS Word 2016? **b) Stores the file**
7. In Paint 3D, which option is used to add text to a drawing? **b) Text Tool**
8. Which of the following is an example of an operating system? **b) Windows**
9. What is the shortcut key to bold text in MS Word 2016? **a) Ctrl + B**
10. In Paint 3D, which tool is used to remove part of a drawing? **b) Eraser**

Section B: Fill in the Blanks (20 Marks)

1. A computer is an **electronic** device that processes data.
2. The **CPU** is the brain of the computer.
3. An operating system helps the computer **manage** hardware and software.
4. In Paint 3D, the **Fill** tool is used to color a closed shape.
5. In MS Word 2016, the **Home** tab contains the option to change text color.
6. The shortcut key to save a document in MS Word 2016 is **Ctrl + S**.
7. Paint 3D is used to create **digital** drawings.
8. The **monitor** displays the output of a computer.
9. In MS Word 2016, the **Undo** button is used to undo the last action.
10. The **Sticker** in Paint 3D allows you to add pre-made images to your drawing.

Section C: True or False (10 Marks)

1. A computer needs an operating system to work. **True**

2. Paint 3D is used to write letters. **False**
3. The mouse is used to type text on a computer. **False**
4. In MS Word 2016, you can change the font size of text. **True**
5. An operating system is a type of hardware. **False**
6. In Paint 3D, the Brush tool is used to draw lines. **True**
7. Ctrl + S is the shortcut key to print a document in MS Word 2016. **False**
8. The monitor shows what you are working on in a computer. **True**
9. Paint 3D can be used to create 3D shapes. **True**
10. MS Word 2016 is an operating system. **False**

Section D: One-Word Answers (10 Marks)

1. Mouse
2. Ctrl + N
3. Paint
4. Windows
5. Text
6. Monitor
7. Desktop
8. Ctrl + I
9. Shape
10. Ctrl + C

Section E: Match the Following (10 Marks)

1. Operating System → c) Manages computer operations
2. Keyboard → a) Used to type text
3. Paint 3D Brush → b) Draws freehand lines
4. MS Word 2016 → d) Adds text to a document
5. Text Tool → e) Creates digital drawings

Section F: Medium-Order Thinking Skills (20 Marks)

1. Explain two uses of a computer in daily life.

Computers are used for studying, such as accessing online educational resources or doing homework. They are also used for communication, like sending emails or video chatting with friends and family.

2. Describe how to draw a square in Paint 3D. Provide steps to complete the task.

Open Paint 3D and select the "2D Shapes" option from the toolbar. Choose the square shape, click and drag on the canvas to draw the square, then release the mouse to complete it.

3. What is the role of an operating system in a computer? Give one example of an operating system.

An operating system manages the computer's hardware and software, allowing them to work together efficiently. An example of an operating system is Windows.

4. Why computers are used in school?

Computers are used in schools to help students learn through educational software, access online resources, practice skills like typing or drawing, and complete assignments efficiently.