A. Fill in the blanks:

1. Moving from one website to another is called ________________________.

2. A ________________________ is a collection of one or more related web pages, linked together through a system of hyperlinks.

3. The shape and formatting characteristics of a WordArt object are called ________________________.

4. Do not give your ________________________ information to anyone on the internet without your parents’ information.

5. To cancel the data entry before pressing Enter, press ________________.

B. Write True or False:

1. The last column is labeled XFD. __________

2. Safari is a search engine. __________

3. You cannot move a text box from one position to another. __________

4. You can convert regular text into WordArt. __________

C. Write one word for the following:

1. A collection of worksheets- ________________

2. A text-styling feature of Word 2013- ________________

3. A program used to locate and display web pages- ________________

4. Process of removing unwanted part of an image- ________________

D. Choose the right option:

1. The first page of a website is called its
   a) Web page    b) Web address    c) Home page    d) None of these
2. Which of the following displays the address of a selected cell
   a) Status Bar     b) Formula Bar     c) Name Box     d) None of these

E. Answer the following:

1. How will you select the range of cells B1:F5?
2. Mention any two safety tips you need to be aware of when you are online.
3. What is Wrap Text?

Note: This is just a model, not the exam paper. Study similar exercises from the text book and worksheets.