

Class 3rd Computer Worksheet
Ch – 3 (Introduction to Word 2016)

I. Choose the correct options:

1. Cursor is a small blinking _____ line from where the text begins.
(a) vertical (b) horizontal (c) sleeping
2. _____ displays the title of the document.
(a) Ribbon (b) Title Bar (c) Ruler
3. _____ consists of tabs, groups and commands or options.
(a) Zoom slider (b) Ruler (c) Ruler
4. Working area is a blank _____ area where we work.
(a) brown (b) grey (c) white

II. Fill in the blanks:

1. To save a document, press _____ from the keyboard.
2. To close the word document, click on _____ button.
3. _____ is the top bar of the word document.
4. _____ bar is used to scroll the page.

III. True or False:

1. Ruler is used to set the width and height of a document. ()
2. MS Word is developed by Microsoft Inc. ()
3. MS Word is a word processing software. ()
4. After creating a document, you cannot take its printouts. ()

IV. Answer the following questions:

1. What do you mean by word wrap?

2. What type of software is MS Word?

Class 3rd Computer Worksheet

Ch – 4 (Editing a document)

I. Choose the correct options:

1. Which of the following is a word processing software?
(a) MS Word (b) MS PowerPoint (c) MS Excel
2. To use Find option, click on Home tab and go to ____ group.
(a) Font (b) Editing (c) Clipboard
3. The shortcut key for copy is ____
(a) Ctrl + V (b) Ctrl + C (c) Ctrl + A
4. To select a word, ____ click on it.
(a) single (b) double (c) triple

II. Fill in the blanks:

1. _____ is used to reverse the action of undo command.
2. _____ includes typing, editing and Formatting text.
3. _____ is used to reverse the action of the last command.
4. _____ allows us to reproduce a section of text without having to type it each time.

III. True or False:

1. MS Word is a word processor. ()
2. The shortcut key for paste is Ctrl + V. ()
3. To select a paragraph, double-click anywhere in the paragraph. ()
4. Copying text allows us to save time and labour. ()

IV. Answer the following questions:

1. What is the importance of selecting the text?

2. What do you understand by print preview?
