



Brilliant Public School

Seepat Road, Bahatarai, Bilaspur (C.G.) 495006

Final Term (TII)

Live Worksheet

13th Dec – 17th Dec

Class–III

Section- α , β , γ , δ , ϵ & Ω

Subject–Computer

Chapter No.4

Editing in MS Word 2016

Q1. Fill in the blanks.

Undo

Save

word processor

- 1.A _____ helps you to type your applications, letters, essays, etc.
2. _____ is used to cancel a command given earlier.
- 3.You need to _____ your files before closing them.

Q2. True or False.

- 1.MS word is a word processing software _____.
- 2.MS word is used for doing calculations on the computer _____.

Q3. Match the following.

- | | |
|------------------------|-----------------------------|
| 1.Create new document | (A) Close button |
| 2.Open a save document | (B) File/New/Blank Document |
| 3.Exit word | (C) File/Open |

Q4. Which bar displays the name of the current document?

(a) Status bar.

(b) Title bar.

(c) Taskbar.

Q5. Among the following which is not the screen element of MS Word 2016?

(a) File tab.

(b) Cursor.

(c) Font Group.

Note: - Dear students, complete this and don't forget to send the screenshot of Live Worksheet in my personal chat.