

## COMPUTER WORKSHEET GRADE- 3

(TERM-2, 2022-23)

### Give one word for the following

[ribbons, ruler, status bar , quick access toolbar, work area,]

1. It is used to change the length and width of a page. \_\_\_\_\_
2. It is the area in the document where you can type the text.  
\_\_\_\_\_
3. It contains commonly used options like Undo, Redo and save.  
\_\_\_\_\_
4. It is divided into tabs which are further divided into groups.  
\_\_\_\_\_
5. It provides information regarding page number, word count, language, page layout and zoom slider. \_\_\_\_\_

### Match the following

- |          |          |
|----------|----------|
| 1. Cut   | Ctrl + Z |
| 2. Copy  | Ctrl + X |
| 3. Paste | Ctrl + Y |
| 4. Undo  | Ctrl + C |
| 5. Redo  | Ctrl + V |

### True or False

1. MSWord is a word processing software. \_\_\_\_\_
2. Each group has a number of options that are used in MS Word 2010.  
\_\_\_\_\_
3. The selected text is removed when we use copy option.  
\_\_\_\_\_
4. The Cut, Copy and Paste are in the insert tab. \_\_\_\_\_
5. You should select the text when you wish to move it or make a copy of it. \_\_\_\_\_

**Choose the correct answer**

1. The \_\_\_\_\_ is used to change the length and width of a page margin.
  - a) ribbon
  - b) ruler
  - c) tab
  - d) work area
2. The area in the document where you can type the text.
  - a) cursor
  - b) work area
  - c) ruler
  - d) minimize
3. The text can be edited by using these options.
  - a) Cut
  - b) copy
  - c) paste
  - d) all the above

4. The \_\_\_\_\_ displays the document name followed by the application software.
- a) Title bar                                      b) scroll bar
- c) status bar                                      d) work area
5. The blinking vertical line in the work area is called \_\_\_\_\_
- a) ruler    b) cursor
- c) tab    d) group