

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