Brilliant Public School

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Final Term (TII)
Live Worksheet
13ᵗʰDec – 17ᵗʰ Dec

Class–III   Section- α, β, γ, δ, ℰ&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

LIVEWORKSHEETS

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.**