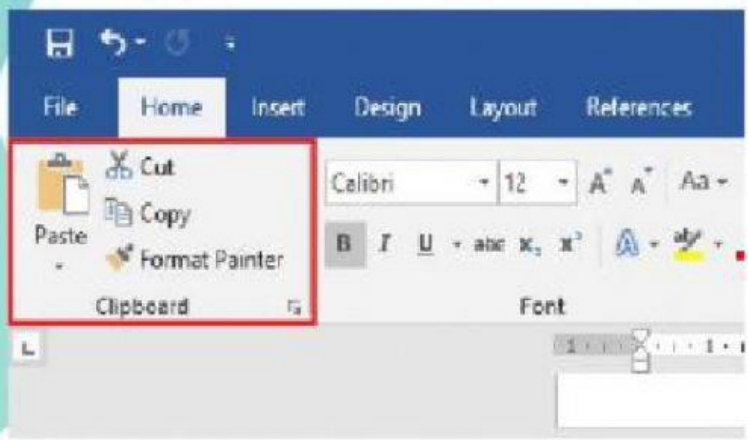
GD DAV PUBLIC SCHOOL

CASTAIR'S TOWN, DEOGHAR, JHARKHAND

Class: IV

Student Name:.....Class & Sec..... R. No.....

You can find the cut, copy, paste tools under the ***Home tab.***



IMPORTANT

When you have selected a text / part of a text or a picture, you can use the right click option to cut, copy or paste your text or picture instead of using the buttons on the clipboard.

Fill in the blanks.

1. The _____ tool is used to cut selected text.
2. The _____ tool is used to copy selected text.
3. The _____ tool is used to paste cut or copied text.
4. The keyboard shortcut for cut is _____
5. The keyboard shortcut for copy is _____
6. The keyboard shortcut for paste is _____

Help Box **Cut** **Copy** **Paste**

CTRL + X **CTRL + C** **CTRL + V**

LIVEWORKSHEETS

2. Match the following

CTRL + B	**Italic**
CTRL + I	**Underline**
CTRL + U	**Bold**

LIVEWORKSHEETS