

CHRIST CHURCH SCHOOL

Worksheet No. 4 Answer key

Ch. 3 Editing in Word.

Name: _____

Roll No: _____

Subject: Computer

Date: _____

STD: 4- A B C D E F G

I. Fill in the blanks:

1. The selected text is highlighted in a **Blue color**.
2. The copy and **cut** options are used to copy text.
3. A **word processor** is used to create a text document on a computer.

II. Name the following:

1. The tab that contains the copy and paste options. **Home tab**
2. It is used to cancel the last action done in the document. **Undo**

III. Name the keys you will press to select the following:

1. Text till the beginning of the line. **Shift + Home**
2. Text till one line down. **Shift + Down**

IV. Write answer for the following:

1. Which two devices can you use to select the text?
Ans. Mouse and keyboard are used to select text in a document.
2. On which tab will you find the cut copy and paste options?
Ans. On Home tab you will find the cut, copy and paste options.

V. Value based question:

1. Which software you are using during Covid-19 lockdown?

Ans: I am using some software like paint application and Microsoft word.

I draw and colour in pain application.

I do my typing practice in Microsoft word.

VI. Application based question:

1. Write uses of cut and copy options

Ans: I can update document like essay, stories and poems by using cut and copy options in word.