CHRIST CHURCH SCHOOL

Computer Worksheet No. 4

Ch. 3 Editing in Word.

Name: _____   **Roll No:**_____

STD: 4- A B C D E F G   **Date:** _____

I.   Fill in the blanks:
1. The selected text is highlighted in _____.
2. The copy and _____ options are used to copy text.
3. A _____ is used to create a text document on a computer.

II.   Name the following:
1. The tab that contains the copy and paste options. _____
2. It is used to cancel the last action done in the document. _____

III. Name the keys you will press to select the following:
1. Text till the beginning of the line. _____
2. Text till one line down. _____

IV.   Write answer for the following:
1. Which two devices can you use to select the text?
    Ans. _____

    _____

2. On which tab will you find the cut copy and paste options?
    Ans. _____

    _____

V.   Value based question:
1. Which software you are using during covid-19 lockdown?

    Ans: _____

    _____

VI.   Application based question:
1. Write uses of cut and copy options.

    Ans: _____

    _____

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