Class – III,

Subject - Computer Assignment Question & Solved Answer

Chapter – 5(Working with Ms Word)

Exercise:-

A. Choose the correct answer: -

1. Text can be typed in the _____.

Ans: - Work Area.

2. To delete the text towards left, you should press the _____.

Ans: Backspace key.

3. To select the text towards left, you should press the _____.

Ans: Shift + up arrow key.

4. Shortcut key to bold your text is _____.

Ans: - Ctrl + B

5. Shortcut key to copy your text is _____.

Ans: - Ctrl + C

B. Fill in the blanks: -

1. To erase the text towards the right, press the **delete key**.

2. To select the text towards the right, press the **Shift +right arrow key**.

3. You can select the text using two methods, keyboard keys and **mouse.**

4. Shortcut key undo your last action is **ctrl + Z.**

5. To underline the selected text, press **Ctrl + U.**

C. True or false it's your home task.

D. Match the columns:

Column – A	**Column – B**
i. Ctrl +A	a) Select Text down
ii. Shift+down arrow key	b) Paste
iii. Ctrl+X	c) Bold
iv. Ctrl +V	d) Select all text
v. Ctrl + B	e) Cut

E. Answer the following questions:

1. What is the function of the work area?

Ans: The work area is where users complete task on their computer. In word processor the location where you're typing text is considered the work area.

2. State the ways in which you can erase text?

Ans: There are two ways you can easily erase the text that we have incorrectly typed.

ie ; -   i) Erase the Text.   And   ii) Delete the text.

3. State any three ways in which you can format your text.

Ans: The three ways of formatting text are – i) Bold   ii) Italic   iii) Underline

4. State the function of the undo and redo options?

Ans: Undo: - Reverse your last action.

     Redo: - Repeat your last action.

5. State the shortcut key of the Cut, Copy and Paste options?

Ans: The shortcut key of – i) Cut: - Ctrl+X ii) Copy: - Ctrl+C iii) Paste: - Ctrl+V

6. What is the default font style used in MS – Word document?

Ans: Calibri font style.

7. What is the default font size in MS – Word document?

Ans: 11 font size.

8. What type of file indicates the files is a word document?

Ans: doc file.