

ST. ANDREWS SCOTS SR. SEC. SCHOOL

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Session: 2025 - 26

Class- III Subject- Computer L-2 (Editing and Formatting on Word)

Byte Quest (pg 30)

1. Calibri , 11
2. UPPERCASE
3. Text Effects

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A. Tick (✓) the correct option.

1. Which button is used to align the text to the left ?
Ans. (iii)
2. Which option allows you to apply some pretty cool effects to your text?
Ans. (ii) Text Effect
3. Which Change Case option is used to Capitalise the First letter of a sentence and leave all other letters as lowercase?
Ans. (ii) Sentence case
4. Which is the shortcut key to reach end of the line in a document ?
Ans. (iii) End
5. Which key is to be held to select the sentence using the mouse ?
Ans. (i) Ctrl
6. What is the colour of the wavy lines formed by spelling mistakes in Word?
Ans. (iii) Red

B. Fill in the blanks using the words given below.

1. In **right** alignment , the text is aligned along the right margin.
2. **Line** spacing is the blank space between two lines in a paragraph.
3. A **bullet** is a small symbol such as a square or a dot , used to mark each item in a list.
4. To remove large text such as a sentence or paragraph , **select** it using any method and press **backspace** key.
5. Grammatical mistakes are shown as in **blue** coloured wavy lines.

C. Match the following:

1. (b)
2. (e)
3. (a)
4. (c)
5. (d)

D. Answer the following questions.

1. What is font ? Name the default font in Word .

Ans. Font is the look of the character on the screen. The default font is Calibri.

2. List the different types of alignments .

Ans. Align Left, Align Right, Center and Justify

3. How can you delete the text using the Delete key?

Ans. Place the cursor to the left of the text and press delete key.

4. Differentiate between the following terms :

a. Bold and Underline

Bold means darker text. Underline means a line under text.

b. Editing and Formatting

Editing is used to make changes in the text of a document by using editing tools.

Formatting is used to improve appearance of text in a document by using formatting tools.

c. Undo and Redo

Undo is used to cancel the command. Redo is used to reverse the action of Undo command.

d. Copying text and Cutting text

Copying the text means the selected text will remain at its original location as well as at the place where it is pasted.

Cutting the text means the selected text will disappear from its original location and will appear at another location where it is pasted.

5. Write steps to Highlighting the text .

Ans. Step 1 - Select the text.

Step 2 - Click on Home Tab.

Step 3 - Click on the drop-down arrow of the Text Highlight color button

Step 4 - Choose the desired color.

6. What do you mean by thesaurus ?

Ans. While creating a document you might require a word with a similar meaning. Thesaurus can find a synonym for a word in the document.

7. Write a short note on :

a. Selecting text

Selecting text is used to make changes in the existing text.

b. Inserting text

Inserting text is used to add some more text to an already written document.

Tech Twister

A . Name the following in one or two words :

1. Text Effects
2. Changing font color
3. Formatting
4. Bullets

B . Complete the steps :

1. Select
2. Home
3. Copy
4. Paste

Competency - based / Application - based question:

Ans 1. Bullet tools

Ans 2. Line spacing