

ST. ANDREWS SCOTS SR. SEC. SCHOOL

9th Avenue , I.P Extension, Patparganj, Delhi-92

Session 2024-25

Name: _____

Date - _____

Class:III

Subject: Computer

(Worksheet L-4)

Q1. Unscramble the words :

1. ONRBIB _____
2. LETIT RBA _____

Q2. TRUE OR FALSE:

1. The File tab is present on the right corner of the word window. ()
2. Cutting the text means the selected text will disappear from its original position. ()

Q3. Choose correct option:

1. Which option is selected from the File tab to open a saved document?
(a) Copy () (b) Cut ()
(c) Save () (d) Open ()
2. Which of the following is a word processing software?
(a) Word () (b) Paint 3D ()
(c) Paint () (d) Excel ()

Q4. What is a word processor ?

Ans _____

Q5. Write the shortcut command for each of the following :-

1. To Copy text in a document _____
2. To Close the document _____
3. To Cut the text _____