

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-5)

Q1. One word :

1. Where can you find the bullets and numbering button?

2. In which group Text Effects are available?

Q2. Fill in the blanks :

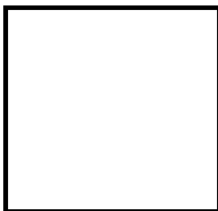
1. A _____ is a small symbol used to mark each item in a list.
2. The _____ key is pressed twice for finishing the bulleted or numbered list.

Q3. What do you mean by aligning the text?List the types of alignment.

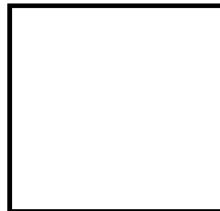
Ans _____

Q4. Draw the following icon :-

A. UNDERLINE



B. CENTRE



C. BOLD

