

ST. ANDREWS SCOTS SR. SEC. SCHOOL

9th Avenue, I.P. Extension, Patparganj, Delhi – 110092

Session: 2026-27

CLASS: V

SUBJECT: COMPUTER

TOPIC: CH-2 WORKSHEET

1. Write Shortcut keys:-

a. Align Center

b. Align Right

c. Justify

d. Align Left

e. To find text

f. To Replace text

2. Answer in short:-

a) What is the space between the lines of a paragraph called?

b) What refers to the placement of the text with respect to the left and right margins?

c) What are small graphic symbols called that we use in our documents to highlight items in a list?

d) What is the default font style in Word 2016?

e) What refers to the design or appearance of characters?
