

# REVISION WORK-1

**SUBJECT : COMPUTER**  
**CLASS : IV**  
**CHAPTER-3 , 4 AND 5**

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**CHANGING YOUR TOMORROW**

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## A. Fill in the blanks.

1. Format Painter is a \_\_\_\_\_ button.
2. The default tab stops are set at every \_\_\_\_\_ inch.
3. The effects panel will appear on the \_\_\_\_\_ hand side.
4. \_\_\_\_\_ and \_\_\_\_\_ are the two types of styles.
5. A \_\_\_\_\_ is a placeholder where text can be entered.

## B. State True or False

1. Text cannot be formatted within the Text box.()
2. The shape fill tool is used for colouring a drawing object. ()

3. Landscape is the default paper orientation.()
4. Tab key is used to move the cursor at certain spaces in a document. ()
5. Stickers can be added to 2D or 3D drawings.()

### C. Answer the following questions.

1. Write the steps to delete a sticker from the paint 3D canvas.
2. What is Indentation? List the types of indentation?
3. What is a text box?How will you resize a text box?

## A. Fill in the blanks.

1. Format Painter is a **toggle** button.
2. The default tab stops are set at every **0.5** inch.
3. The effects panel will appear on the **right** hand side.
3. **Character** and **Paragraph** are the two types of styles.
4. A **textbox** is a placeholder where text can be entered.

## B. State True or False

1. Text cannot be formatted within the Text box. (F)
2. The shape fill tool is used for colouring a drawing object. (T)

3. Landscape is the default paper orientation.( F)
4. Tab key is used to move the cursor at certain spaces in a document. (T)
5. Stickers can be added to 2D or 3D drawings.(T)

### C. Answer the following questions.

1. Write the steps to delete a sticker from the paint 3D canvas.
2. What is Indentation? List the types of indentation?
3. What is a text box?How will you resize a text box?

1. The steps are

i) Select the 3D text box using the select tool from the Top menu.

ii) Once the sticker has been selected, click on the Delete icon under the Edit option.

2. Indentation determines the amount of spacing between the text and page margins. There are 4 types of indentation they are first line indent, Left indent, Right indent and Hanging Indent.

3. Text box is a placeholder where text can be entered . It can be moved along with its contents anywhere in the document . We can resize the text box by dragging its handles.

2. Indentation determines the amount of spacing between the text and page margins. There are 4 types of indentation they are first line indent, Left indent, Right indent and Hanging Indent.