

REVISION WORK-2

SUBJECT : COMPUTER

CLASS : III

CHAPTER-5, 6 AND 7

CHANGING YOUR TOMORROW

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Q1) Give one word Answer

- i) Which shortcut key is used to check spelling and grammar in word document. **Ans-F7**
- ii) Name the mode that is used to replace the existing text in a document. **Ans-Overtyp**
- iii) Which command is used to reverse the action of the Redo command. **Ans-Undo**
- iv) Which key can be used to save a paint 3D drawing for the first time. **Ans-F12**
- v) Which option is used to start a new project.

Ans- New option

vi) Where will you find different type of brushes in Paint 3D. **Ans-Brushes tool**

vii) The area where you draw in Paint 3D. **Ans-Canvas**

Q2) Answer the following questions.

i) Explain the use of Thesaurus option in word 2016.

ii) Write the difference between subscript and superscript.

iii) List three features of word processing software.

iv) Define the following

a) Formatting-

b) Editing-

- v) Name the types of text alignments in word 2016.
- vi) Differentiate between copying and moving the text.
- vii) Define the term Text alignment.

ANSWERS

- i) Thesaurus helps to improve our vocabulary by providing a list of synonyms for any word.
- ii) Superscript places the selected text above the baseline Ex- X^2 whereas subscript places the selected text below the baseline. Ex- X_2 .
- iii) Three features of word processing software are
 - a) Produce letters, notices, reports , newsletter, books, bills etc.
 - b) Copy and move the text from one location to another.
 - c) Preview the text before printing it .It can do multiple prints.

ANSWERS

- iv) Formatting-Formatting means changing the appearance of a document to make it attractive.
Editing- making changes into the document is known as editing.
- v) There are 4 types of alignment they are Right, Left, Center and Justify.
- vi) Moving the text means to move the text from its original location to new location whereas copy the text will create a duplicate of the text and can be pasted to a new location or another document.

ANSWERS

vii) Define Text Alignment.

Ans- Text Alignment refers to the positioning of text on a page.

v) There are 4 types of alignment they are Right, Left, Center and Justify.

vi) Moving the text means to move the text from its original location to new location whereas copy the text will create a duplicate of the text and can be pasted to a new location or another document.