

REVISION WORK-1

SUBJECT : COMPUTER

CLASS : III

CHAPTER-5, 6 AND 7

CHANGING YOUR TOMORROW

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Q1) Fill in the Blanks with the words given below.

- i) In _____ you can share documents in the internet.
- ii) Making changes in the documents is called _____.
- iii) By default, word 2016 sets the font to _____ body.
- iv) To select the Drop cap option, click on the _____ tab.
- v) _____ is the area where you draw in paint 3D.
- vi) To select a paragraph, _____ anywhere in the paragraph.

- vii) _____ 3D tool is used to draw a sphere.
- viii) _____ option places the selected text slightly above the baseline.
- ix) The _____ tool is used to erase a part of a drawing.
- x) The _____ option provides a list of synonyms and antonyms.

Q2) Write the shortcut keys of the following.

i) Undo- ctrl + Z iv) Cut- vi) Save-

ii) One line up- Shift+ v) New- vii) Redo-

iii) End of the current document-Shift+Ctrl+End

viii) Open- ix) Close-

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