



SHREE VASISHTHA VIDHYALAYA

Computer Worksheet 2025-26

Name : - _____

Std.: - III - _____

Roll No. : - _____

Worksheet No:- PA2- 05

Date : - _____

Q-1 Fill in the blanks.

Zoom, Work, title, word, file

- 1) _____ area is used to enter or type the text of your document.
- 2) _____ controls are used to enlarge or reduce the view of document.
- 3) The _____ bar displays the name of the word document.
- 4) The Open option appears on clicking _____ tab.
- 5) Double click is used to select a _____.

Q-2 Write 'T' for true and 'F' for false.

- 1) Status bar displays the page number and number of words. _____
- 2) Left align means that the text is aligned with the left margin. _____
- 3) Status bar is located at the top of Word's window. _____

Q-3 Give answer in one word.

- 1) A software for creating document is _____.
- 2) The topmost bar of window is _____.
- 3) It is a small vertical flashing line on the screen _____.
- 4) I'm a button that aligns your words so neat, whether left, right, or center, it's treat.

What am I? _____

- 5) What is the name of the tool used to create a line under the text? _____

Q-4 Write the shortcut keys for the following.

- 1) Italic Text _____
- 2) Select entire text _____
- 3) Bold text _____
- 4) Underline the text _____
- 5) To close the window _____

Q-4 Circle the correct word.

1)	 Capital A / Font color	2)	 Left align / Right align
3)	 Justify align / Center align	4)	 Font / Italics
5)	 Font color / Font size	6)	 Font style / Font size

Q-5 Tick (✓) the correct answer.

- 1) Which part of MS Word allows you to move the page up and down or left and right?
a) Status bar **b)** Scroll bar **c)** Title bar
- 2) To create a new document, click on the _____ tab and select New option.
a) File **b)** Home **c)** Insert
- 3) To select a paragraph _____ click on the paragraph.
a) double **b)** single **c)** triple
- 4) Keyboard shortcut for Saving a document.
a) Ctrl + Y **b)** Ctrl + S **c)** Ctrl + X
- 5) The MS Word application opens a blank document with the name _____.
a) Document1 **b)** Doc1 **c)** 1 Document
- 6) What does the Undo feature do in Word?
a) Delete text **b)** Restores the previous action **c)** Format text