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Computer Worksheet 2025-26



Name : _____

Std : IV - _____







Roll No. : _____

Worksheet No : PA-2

Date : _____

Ch. 3 Word – Editing & Formatting

Q-1 Underline the correct answer.

- The _____ program is used for creating, formatting and saving a document.
a) **MS Word** b) PowerPoint c) Excel
- The default file name & extension of Word file is:
a) Presentation, .pptx b) Book, .xlsx c) **Document, .docx**
- Save, Undo, Redo buttons are available on _____ toolbar.
a) Formatting b) Drawing c) **Quick Access**
- Which key will erase character from right side of the insertion point?
a) Spacebar b) Backspace c) **Delete**
- Which key will erase character from left side of the insertion point?
a) Spacebar b) **Backspace** c) Delete
- To make word stop underling a word as misspelled, click _____ option
a) **Add to Dictionary** b) Suggestions c) Both a and b
- Which command is used to search for a particular word or text?
a) **Find** b) Replace c) Select
- The _____ wavy line indicates the spelling mistakes.
a) blue b) **red** c) black
- The _____ wavy line indicates the grammatical mistakes.
a) **blue** b) black c) red
- In _____ option, the first character in the uppercase and rest will be in lowercase.
a) Uppercase b) Lowercase c) **Sentence case**
- Spelling & Grammar, Thesaurus options are available under the _____ group of Review tab.
a) **Proofing** b) Paragraph c) Language
- _____ means adjusting the text around the objects or images accordingly.
a) Merging Text b) **Wrapping Text** c) Splitting Text
- A _____ can be given when the order of the points does not matter.
a) Numbering b) **Bullets** c) Both a and b
- Which feature allows to display the first character of the paragraph in a large capital letter?
a) Wrapping Text b) Change case c) **Drop Cap**
- Which tab contain the Insert Picture option?
a) HOME b) **INSERT** c) FORMAT
- Which tab appear when you select a picture?
a) **FORMAT** b) INSERT c) HOME
- Which option, provide unique and decorative text style?
a) **Word Art** b) Change case c) Drop Cap
- Which group of the Insert tab contains Wrap Text option?
a) **Text** b) Tables c) Illustrations
- Which icon represents the Border and Shading option?
a)  b)  c) 
- Which icon represents the Drop Cap option?
a)  b)  c) 

Q-2 Fill in the blank.

1. Word is word processing types of software.
2. Thesaurus is a list of words grouped together containing synonyms and antonyms.
3. There are five (5) change cases option.
4. In uppercase option, all character will be in capital letters.
5. A bullet is a dot or a symbol that is marked to display the text in the form of different points.
6. The wrap text button controls text around the picture.
7. The picture format tab contains Wrap Text option.
8. Drop cap option is available on Insert tab and Text group.
9. Border option is available on the paragraph group of HOME.













Q-3 Write true or false.

- | | |
|---|--------------|
| 1. To add more than one space between two words, use Tab key. | <u>True</u> |
| 2. In Capitalize each word, all character will be in capital letters. | <u>False</u> |
| 3. Thesaurus helps you to increase your knowledge. | <u>True</u> |
| 4. Shapes option add a variety of arrows, callouts, squares, stars etc. | <u>True</u> |
| 5. In Behind Wrapping option, the text runs over the graphics. | <u>True</u> |
| 6. CTRL+S selects the entire text of the document. | <u>False</u> |
| 7. We can add page border in our document. | <u>True</u> |
| 8. A numbered list is used to display the points in ordered manner. | <u>True</u> |

Q-4 Write keyboard shortcut key for the following.

1) To save file	CTRL + S
2) Undo	CTRL + Z
3) Find	CTRL + F
4) Replace	CTRL + H
5) To check the spelling and grammar of text	F7
6) To find the next misspelling or grammatical error.	ALT + F7
7) Change Case	SHIFT + F3
8) To use Thesaurus	SHIFT + F7

Q-5 Identify the picture related to MS-Word and name it.

	Undo		Cut
	Save		Copy
	Change Case		Center Alignment
	Shading		Bullet
	Paste		Right Alignment
	Numbering		Borders