



SHREE VASISHTHA VIDHYALAYA.

Computer Worksheet 2025-26



Name : _____

Std : IV - _____

Roll No. : _____

Worksheet No : PA-2

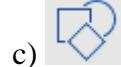
Date : _____

Ch. 3 Word – Editing & Formatting

Q-1 Underline the correct answer.

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

20. Which icon represents the Drop Cap option?



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. **True**
2. In Capitalize each word, all character will be in capital letters. **False**
3. Thesaurus helps you to increase your knowledge. **True**
4. Shapes option add a variety of arrows, callouts, squares, stars etc. **True**
5. In Behind Wrapping option, the text runs over the graphics. **True**
6. CTRL+S selects the entire text of the document. **False**
7. We can add page border in our document. **True**
8. A numbered list is used to display the points in ordered manner. **True**

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