

VASISHTHA GENESIS SCHOOL, BARDOLI

(Academic Session: 2026-27)

Date: _____ **Class:** III **Div:** A / B / C **Roll No:** _____ **Sub:** Computer
Name: _____ **PT 2 Revision Worksheet (Answer Key)**

Q1. Choose the correct option and answer the following questions:

1. The option used to move text from one place to another.
(a) Copy and Paste (b) **Cut and Paste** (c) Delete (d) Undo
2. The _____ option is used to increase or decrease the size of the text.
(a) **Font Size** (b) Change Case (c) Font Color (d) Italic
3. _____ option is used to make the text darker.
(a) **Bold** (b) Align (c) Font Size (d) Underline
4. The _____ option is used to replace all the words in a document at once.
(a) Find Next (b) Redo (c) **Replace All** (d) Undo
5. The Undo feature is present on the _____ Toolbar.
(a) Font (b) Status bar (c) **Quick Access** (d) Scroll bar

Q2. Fill in the blanks with the words given in brackets:

[Find, Insert, Font Color, Home, Page Border]

1. The **Find** command is used to search for a particular word or text.
2. The **Font Color** option is used to change the colour of text.
3. The Bullets and Numbering options are present in the **Home** tab.
4. The Picture (Insert Image) option is present in the **Insert** tab.
5. The option used to add a design around the page is **Page Border**.

Q3. Write the shortcut keys for the following:

- | | |
|--------------------------------|----------------------------|
| 1. Bold Ctrl + B | 2. Paste Ctrl + V |
| 3. Italic Ctrl + I | 4. Center Ctrl + E |
| 5. Cut Ctrl + X | 6. Justify Ctrl + J |
| 7. Underline Ctrl + U | 8. Save Ctrl + S |
| 9. Align Right Ctrl + R | 10. Print Ctrl + P |
| 11. Align Left Ctrl + L | 12. Copy Ctrl + C |

Q4. Identify the given images using the help box and state their names below:



3. ***I***
Italics

5. **U**
Underline

7. 
Cut

9. 
Numbering

4. **B**
Bold

6. 
Paste

8. 
Bullets

10. 
Copy

Q5. Define the following terms:

1. **Copying Text** - Copying a text means the text remains in its original place and appears at the place where it is pasted.
2. **Moving Text** - Moving (cutting) a text means the text disappears from its original location and appears at another location where it is pasted.
3. **Bulleted List** - A bullet is a dot or a symbol that is used to display the text in an unordered manner.
4. **Numbered List** – A numbered list is an ordered list that can be used to display the points in sequence.
5. **Lowercase** – All characters will be changed in lowercase. Ex. computer
6. **Uppercase** – All characters will be changed in uppercase. Ex. COMPUTER

Q6. Answer the following questions:

1. **What is the use of Undo feature in Word?**

Ans. The Undo feature is used to reverse the action taken in a document.

2. **How are spelling and grammar mistakes identified in Word?**

Ans. The red wavy line shows the spelling mistakes and the blue wavy line shows the grammatical mistakes.

3. **What is Thesaurus? How is it useful?**

Ans. Thesaurus is a list of words containing synonyms and antonyms. It is used to replace a word with one of its synonyms.

4. **What are the different text alignment options in Word?**

Ans. The different text alignment options are- Align Left, Align Right, Center and Justify.

5. **What do you mean by wrapping text around a graphic?**

Ans. Wrapping text around graphics means adjusting the text around the images accordingly