

VASISHTHA GENESIS SCHOOL, BARDOLI

(Academic Session: 2026-27)

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

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]

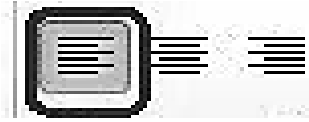
1. The _____ command is used to search for a particular word or text.
2. The _____ option is used to change the colour of text.
3. The Bullets and Numbering options are present in the _____ tab.
4. The Picture (Insert Image) option is present in the _____ tab.
5. The option used to add a design around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

Q3. Write the shortcut keys for the following:

- | | |
|----------------------|------------------|
| 1. Bold _____ | 2. Paste _____ |
| 3. Italic _____ | 4. Center _____ |
| 5. Cut _____ | 6. Justify _____ |
| 7. Underline _____ | 8. Save _____ |
| 9. Align Right _____ | 10. Print _____ |
| 11. Align Left _____ | 12. Copy _____ |

Q4. Identify the given images using the help box and state their names below:
(Left Align, Italics, Underline, Cut, Numbering, Right Align, Bold, Paste, Bullets, Copy)

1.



3.



5.



7.



9.



2.



4.



6.



8.



10.



Q5. Define the following terms:

1. **Copying Text** – _____

2. **Moving Text** - _____

3. **Bulleted List** - _____

4. **Numbered List** - _____

5. **Lowercase** – _____

6. **Uppercase** – _____

Q6. Answer the following questions:

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

Ans. _____

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

Ans. _____

3. What is Thesaurus? How is it useful?

Ans. _____

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

Ans. _____

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

Ans. _____
