



Shree Vasishtha Vidhyalaya

Computer Worksheet 2026-27

Name :- _____

Std.:- III - _____

Roll No. :- _____

Worksheet No:- TA1-03

Date :- _____

Q-1 Fill in the blanks.

[Zoom, Work, Step-wise thinking, title, word, systematic]

- 1) _____ area is used to enter or type the text of your document.
- 2) _____ is a kind of thinking activity with a purpose or goal in mind.
- 3) _____ controls are used to enlarge or reduce the view of document.
- 4) The Open option appears on clicking _____ tab.
- 5) Double click is used to select a _____.
- 6) Step-wise thinking helps to solve problems in a _____ manner.

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

- 1) Status bar displays the page number and number of words. _____
- 2) Computers don't follow step-wise instructions for tasks. _____
- 3) Left align means that the text is aligned with the left margin. _____
- 4) 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) Which bar displays the name of the word document. _____
- 3) It is a small vertical flashing line on the screen _____.
- 4) 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) Cut the text _____
- 3) Bold text _____
- 4) Underline the text _____
- 5) Copy the text _____
- 6) Paste the text _____

Q-5 Answer the following.

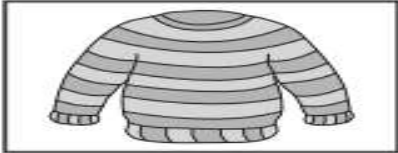
- 1) What is Abstraction?

Ans.: _____

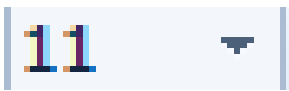
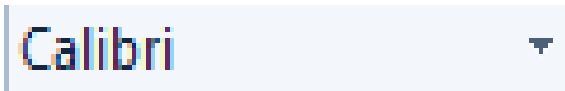
Q-6 Tick (✓) the correct answer.

- 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) Which shape represents a birthday cap?
a) Square b) Triangle c) Rectangle
- 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
- 7) Which is an example of step-wise thinking?
a) Skipping steps b) ignoring steps c) Following recipe

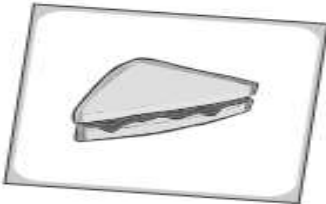
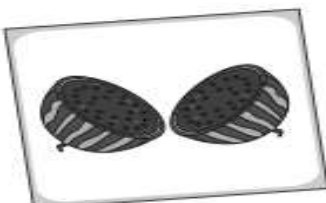
Q-7 Decide which action comes first and which comes next. Write "F" for First and "N" for Next.

1)		☐		☐
2)		☐		☐
3)		☐		☐
4)		☐		☐

Q-8 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-9 Check the picture cards that are in sequence.

- 1)    ☐
- 2)    ☐
- 3)    ☐
- 4)    ☐
- 5)    ☐