



## Computer Grade 3 worksheet

### Chapter 07: Word processing with whiz

Name: \_\_\_\_\_

Section: \_\_\_\_\_

**Q. Choose the correct answer:**

1. We can correct our mistakes with the \_\_\_\_\_

- A. Backspace key                      B. enter key

2. We can correct spellings by running \_\_\_\_\_.

- A. videos                                  B. spell check

3. To select a **word** in a paragraph, we \_\_\_\_\_ it.

- A. drag                                      B double click

4. To select **entire text** in a document, we use \_\_\_\_\_

- A. CTRL+A                                  B. CTRL+ALT+DELETE

5. Text can also be selected by pressing Shift and \_\_\_\_\_ together.

- A. arrow keys                       B. caps lock

6. To move a sentence, we select it, then cut and \_\_\_\_\_ it on desired place.

- A. paste                                      B. delete

7. If you want to type your name more than once, you select your name and click \_\_\_\_\_

- A. copy                                      B. enter

8. Which key allows you to type in capital letters?

- A. Number keys                          B. Caps lock

9. A **red** line under a word shows \_\_\_\_\_ mistake.

- A. Spelling                                  B. calculation

10. A **green** line shows a \_\_\_\_\_ mistake.

- A. grammatical                          B. Spelling

**Q. Make a list of three ways on which we can edit a document.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Q. Name the software we use to create and edit documents.**

**(Hint: it starts with Microsoft!)**

\_\_\_\_\_

**Practical:** *not to be submitted, just for practice*

**Type the following paragraph on MS Word**

microsoft Office has many progrms which can be used for various purposes in daily life. It is easy to use and user-friendly. Microsoft word is also an example of applications desind by Microsoft company. It is the most widely used sofwaee for the creation of docomants. We can also edit and format our documents.

**Now try the following:**

- ❖ Correct the mistakes by using backspace.
- ❖ Now run spell check feature.
- ❖ Cut the word Microsoft and paste on another place.
- ❖ Copy word software and paste on another place.
- ❖ Select the word "documents".
- ❖ Now select the entire paragraph by using shift and arrow keys.