

Worksheet-5 Subject- Computer Class – IV Teacher :- Mrs Gurpreet Kaur

Name: _____ Class & Sec _____ Roll No. _____ Date: _____

L-4

Worksheet 5: Answer in one word/sentence. (Page no. 49)

Q. 1. Name various components of Microsoft Office word 2010 screen.

Ans. File menu, Quick Access toolbar, Ribbon and Title bar.

Q. 2. What is there in the File menu?

Ans. The commonly used commands like New, Open, Save and Print documents are stored there.

Q. 3. What is the advantage of Quick Access toolbar?

Ans. Commonly used commands can be accessed quickly from this button.

Q. 4. Which feature of MS Word is used for checking spellings and grammar?

Ans. Spell check.

Q. 5. How can you select multiple strings of text?

Ans. Using the Ctrl key.

Worksheet 6: Answer the following: (Page no. 50)

Q. 1. What is a word processor?

Ans. A Word processor is specialized software designed for entering, editing formatting and printing text.

Q2. ✕

Q. 3. What is a paragraph?

Ans. A paragraph is a portion of the text typed continuously without pressing the Enter key.

When you press the Enter key, the insertion point jumps to the new line and a new paragraph starts.

Q. 4. What do you mean by moving the text? Which options are used for this?

Ans. Moving text means to move the text from the original location to some other location.

Q. 5. What do you mean by copying the text? Which options are used for this?

Ans. Copying text means to copy the text from the original location to some other location.

Q. 6. What is the use of the Spell Check feature?

Ans. Using the Spell Check option, all the spelling and grammatical mistakes which had occurred while typing can be corrected.