

ST THOMAS SCHOOL, DHURWA, RANCHI-4

SESSION- 2021-2022

CLASS- IV, SUBJECT- COMPUTER

CHAPTER- 3 'TOOLS OF WORD PROCESSOR'

1. Fill in the blanks:
 - a) Text b) Deletion c) Thesaurus d) Text alignment
 - e) soft copy
2. True / False:
 - a) False b) False c) False d) False
3. Hidden words:
 - a) CLIPBOARD b) DELETE c) DOCUMENT d) REPEAT
 - e) UNDO f) PRINTER
4. Shortcut keys:
 - a) Ctrl +Z b) Ctrl + Y c) Ctrl + X d) Ctrl + V e) Ctrl + A
5. Short note:
 - a) Clipboard- It is a temporary storage area that stores the object which has been cut or copied for future use, by an application like Word Processor.
 - b) Undo command: The Undo option helps to retrieve (call back) previously made contents that existed before doing changes in the document. It cancels the previous action.
 - c) Redo command: The Redo option helps to reverse the change which was applied by Undo. It cancels the action of Undo option.
 - d) Thesaurus: Thesaurus is a treasury of similar words that can help to make the content of the document more meaningful.

- e) Formatting: Changing the appearance of text or document to make it more attractive and as per the user's requirement is referred as Formatting.
6. Editing of a document involves modifying, inserting, deleting the text of a document or a part of the document.
 7. The Copy option helps to copy the selected contents of a document to some other location. This option creates a duplicate copy of selected content.
 8. Spell check is feature in 'MS Word' which helps to check the spellings and grammar of words in a document.
 9. A key or combination of keys that execute a specific function for an application is known as shortcut keys.
