Gurunanak & Chandraketu Pandya English Medium School
Shri Rajanikant Vyas & Chandraketu Pandya English Medium Higher Secondary School
(Pre-Primary, Primary, Secondary & Higher Secondary - Science and Commerce Stream)

Kumbhanath Society, Aavkar Hall Road, Maninagar, Ahmedabad-8. Ph. 25450086 • www.gncschool.com

Std: 4ᵗʰ   **F.A.3**   **Sub: Computer   Marks: 90**

Q -1 Fill in the blanks

1. Misspelt words can be seen with a single _____ wavy line beneath them .
2. Grammarical erros are indicated with _____ wavy lines.
3. _____- helps us to improve our vocabulary by providing a list of a word.
4. M s word has a built - in _____to cheak the spelling of a word.
5. Making changs in the text is called _____.
6. _____ means position of the text on the page.
7. _____ text appears above the line.
8. _____ means text appearing below the line.
9. On clicking the format painter, the mouse pointer turns into _____.
10. Paragraph __ is applicable to the entire paragraph.

Q.2. Answer the following Questions:

1. What is text editing.
2. What us the use of spelling and feature of MS word?
3. What is thesaurus?
4. What is the use of the word Count feature of Ms Word?
5. How can wqe insert space between two lines?
6. What is character formatting?
7. how can formatting be cleared?
8. What is use of copying a format?
9. Write the steps to make text bold and underline?
10. Name four options of text alignment.

Q.3. Tick the correct Option:

1. Short cut combination to make the text italic is _____
    Ctrl+B   Ctrl+I   Ctrl+C
2. _____ means changing and arranging text in a document to make it attractive.
Selecting   Editing   Formatting
 3. There are _____ types of formatting applied in MS Word.
Two   Three   Four
4. _____ formatting is applicable to the selected text only.
Character   New   Simple
5. Short cut combinatio to make the text bold is _____
Ctrl+B   Ctrl+D   CTrl+C

Q -4 True or Flase :

1. To edit a text document, it has to be first selected.
2. We cannot insert space between two letters in MS Word.
3. Cutting means duplicating.
4. Undo means reversing the change.
5. Word Count option provides synonyms of a word.

Q.5. Match the following:

    Column A   Column B

1. Ctrl+N	a) Cut the text
2. Ctrl+S	b) Paste the text
3. Ctrl+C	c) create a new document
4. Ctrl+ V	d) Select the entire document
5. Ctrl+X	e) Copy the text
6. Ctrl+ A	f) save the document

Q.6. Write the functions of the following keyboard shirt cuts.

1. Ctrl+U   2. Ctrl+Shift+C   3. Ctrl+Shift+V

4. Ctrl+Shift+ =   5. Ctrl + =

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Std: 4ᵗʰ   **F.A.3**   **Marks:30**

Sub: Computer   **date   /   / 17**

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