VANASTHALI GYANPEETH
(C.B.S.E. CURRICULUM, ENGLISH MEDIUM CO-ED. SCHOOL)
KNOWLEDGE IS THE BEST POWER
Phone : 9135555091, 9135555093   e-mail- vgspatna@gmail.com
Web - www.vanasthaligyanpeeth.com

Std. – III   **REVISION WORKSHEET-I**   **Sub. –Computer**

SECTION – A

I.   Write the names of the following Icon.   [0.5x4=2]

   1. **B**

   2. *I*

   3. <u>U</u>

   4.

SECTION – B

II.   Make the following steps of keyboard shortcut of the type of alignment in sequential order.   [4]

   1. Center   ctrl + E

   2. Align Right   ctrl + R

   3. Justify   ctrl + J

   4. Align Left   ctrl + L

SECTION – C

III.   Write the steps to apply bold, italic or underline effect to the text in a document.   [3]

SECTION – D

IV.   Fill in the blanks:-   [1x3=3]

   1. The default font of word 2016 is ....

   2. There are .... text case options available in word.

   3. The .... text is marked as important.

V.   Write true or false :-   [1x3=3]

   1. Highlighting means to mark text that is important. [   ]

   2. Lowercase selects the text changes to lowercase. [   ]

   3. A subscript is a character that is placed slightly above the baseline. [   ]