



INDIAN SCHOOL NIZWA - WORKSHEET

COMPUTER SCIENCE CH:2 SOFTWARE, CH:4 & 5 MICROSOFT WORD

Name: _____

Date: _____

Class: V Sec: ____

I. Choose the correct option.

1. Computer hardware is of no use without the _____.
a. Joystick b. Keyboard c. Software d. DVD
2. _____ is an example of application software.
a. Unix b. DOS c. Excel d. Linux
3. _____ software controls input and output devices
a. System b. Application c. Utility d. None of these
4. Default alignment of text is
a. Justify b. Center c. Left d. Right
5. _____ is the vertical distance between the paragraph lines
a. Shading b. Indentation c. Line Spacing d. Alignment
6. _____ are text objects with ready made effects.
a. Clip Art b. WordArt c. Change case d. All of these
7. _____ tab in Ms Word is used to inset pictures , WordArt , ClipArt and shapes
a. Home b. Insert c. Format d. View
8. _____ is used to write text anywhere in the document
a. Text box b. WordArt c. Clip Art d. All of these
9. _____ tool in M S Word is used to replace a word with its synonym
a. Text box b. Change case c. Word Count d. Thesaurus
10. _____ feature in MS Word is used to protect our document
a. Password b. Word count c. Thesaurus d. None of these



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II. Write Keyboard short cuts

- 1 Selecting whole document _____
- 2 To open find box _____
- 3 Cut _____
- 4 Paste _____
- 5 Copy _____
- 6 Undo _____
- 7 Redo _____
- 8 To Save a document. _____
- 9 To open a new document _____
- 10 To open an existing document _____
- 11 To move the cursor to the end. _____

III. Fill in the blanks:-

1. Thesaurus feature is available on _____ tab
2. _____ feature in MS Word is used to count the number of pages, Words, characters etc
3. To insert Symbol, Click _____ tab and then Symbol.
4. To delete a text box , select the text box and then press _____ key.
5. _____ is the panel at the top portion of the document that contains all the tabs
6. _____ and _____ feature of MS Word is used to insert pictures in documents
7. _____ tab contains Borders shading and page border option.
8. _____ tool bar is used to quickly access commands like Save, Undo, Redo.
9. _____ are instructions that direct the computer to do specific tasks
10. An example for anti virus software is _____.
11. People who write programs for computers are called _____
12. _____ software help users to find unnecessary files.