

# Azaan International School

Grade: IV

Worksheet

Subject: Computer Science

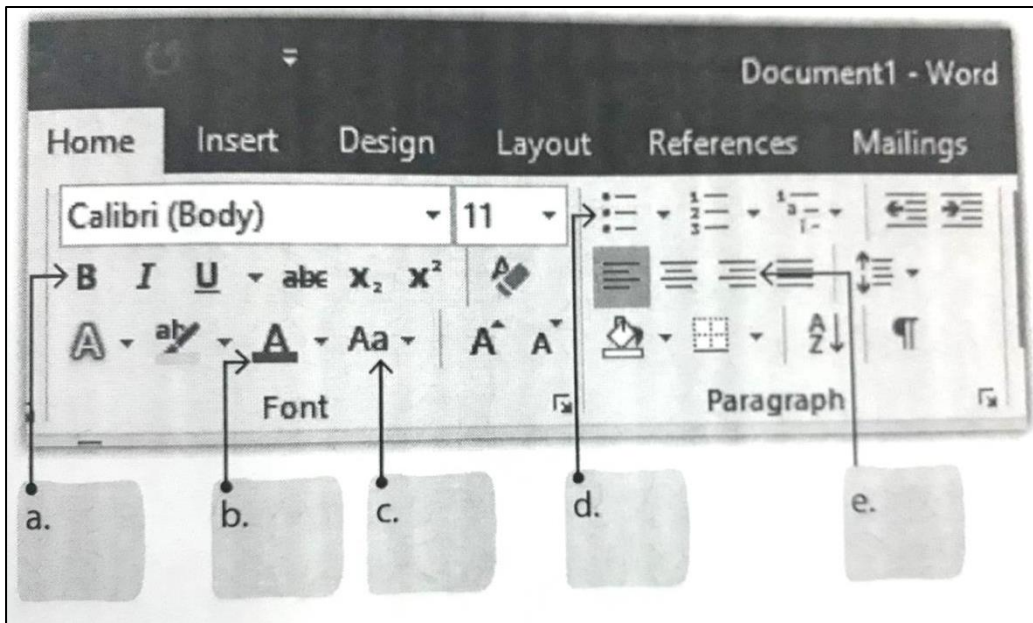
Name: \_\_\_\_\_ Date: \_\_\_\_\_ Roll No: \_\_\_\_ Sec: \_\_\_\_\_

## Chapter 2: Formatting Text in MS Word

### A. Fill in the blanks

1. The default color of text in MS word is \_\_\_\_\_
2. The keyboard shortcut to align text in the center of page is \_\_\_\_\_
3. The keyboard shortcut to replace a word in the existing worddocument is \_\_\_\_\_
4. A group in the home tab the helps to make the text bold,italic,underline \_\_\_\_\_
5. The default margin of MS word document \_\_\_\_\_

### B. Name the following options in the respective groups



a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

### C. Write the keyboard shortcuts for the given options

1. Underline: \_\_\_\_\_

2. Alight text right: \_\_\_\_\_

3. Replace text: \_\_\_\_\_

4. Bold: \_\_\_\_\_

5. Switch between different text after selecting text: \_\_\_\_\_

## Chapter: 3 Adding Features to a Presentation

### A. State whether the following statement is true or false

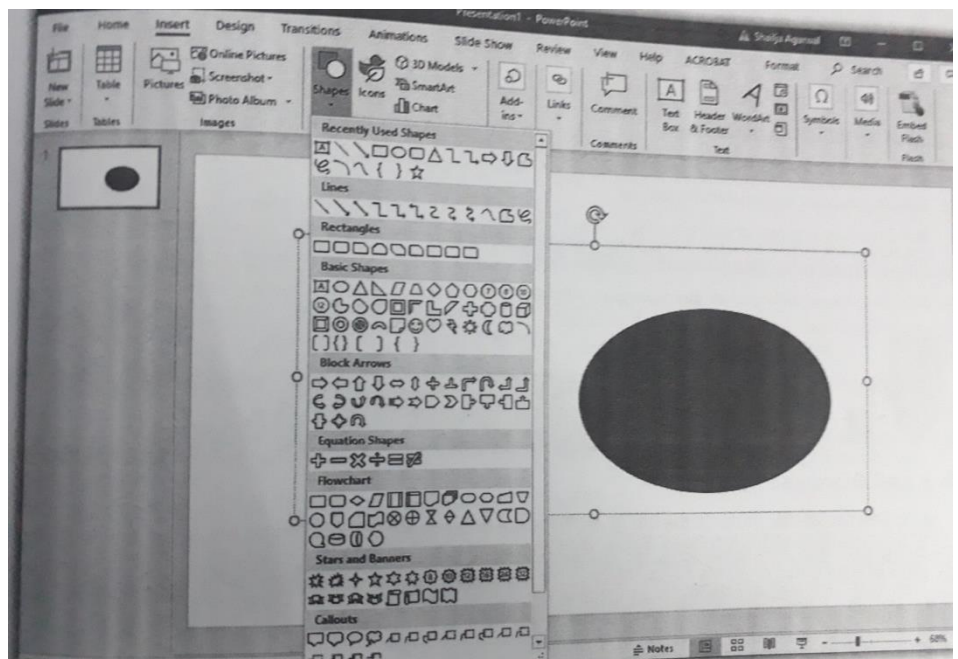
1. Function key F5 pressed to run slide show from the beginning (            )
2. Custom slideshow options allows to select a service to present the slide show online(            )
3. Word art styles allows to insert different styles of text (            )
4. Animation objects in our presentation means that we can add different ways they appear or disappear during the presentation(            )
5. Tables group in the insert tab is used to insert links to websites (            )

### B. Write the tab name of the following groups/locations in which they are located

1. Animation pane \_\_\_\_\_
2. Table group: \_\_\_\_\_
3. Insert shapes: \_\_\_\_\_
4. Illustration groups: \_\_\_\_\_
5. Word art styles: \_\_\_\_\_

### C. What does the following picture indicate? Explain

A. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_