

DELHI PUBLIC SCHOOL, JAMMU
SESSION 2018-19

Assignment (CYCLE TEST-II)

TOPICS:- LESSON 6 (The Keyboard) and LESSON 7(Microsoft Word 2010)

CLASS: III

SUBJECT: Computer

Q - Answer the following questions:-

1. What are the typing keys?
2. Who is the inventor of Keyboard?
3. What are the Punctuation keys?
4. What is Wireless Roll up keyboard?
5. What are Control Keys?
6. Difference between backspace key and delete key.
7. Name the keys that appear twice on the keyboard.
8. What is keyboard?
9. What is Spacebar key?
10. Name the parent software of Microsoft Word.
11. What is Ribbon?
12. Name the different types of keys that are present on the keyboard
13. Name the different types of view buttons available in MS word 2010.
14. What is Title bar?
15. The shortcut keys for the following: a) Close b) Exit c) Open
d) Save e) Print f) New
16. Name the other available Word processing software.
17. How to insert a blank line in between the existing lines.
18. What is the temporary name of the blank document in MS word?
19. How can we create a shortcut of MS Word?
20. Name the function key that is used to save a document.