DELHI PUBLIC SCHOOL, JAMMU <u>SESSION 2019-20</u> <u>REVISION SHEET (CYCLE TEST-2)</u> <u>TOPIC :- L-5(EDITING TEXT IN MS WORD 2010), L-6 (FORMATTING A</u> <u>DOCUMENT)</u>

Class : IV

SUB:- COMPUTER

SECTION A

Q1. Multiple Choice Questions:

1. By default, text is aligned to the		gins.
a) Left	b) Center	c) Justify
2. To select a paragraph, anywhere in the paragraph.		
	b) single-click	
3 is the vertical distance between successive lines of the text.		
a) Alignment	b) Line spacing	c) Bullet
The shortcut key to close a document is		
a) Ctrl + W	b) Ctrl + Z	c) Ctrl + R
5. We can change the Font size by clicking on the Font Size drop-down button		
on the tab		
a) Insert	b) Font	c) Home
The option provides a list of synonyms and antonyms.		
a) Insert	b) Spelling & Grammar	c) Thesaurus
7. The drop cap effect the first letter of a paragraph.		
a) enlarge	b) reduce	c) skew
8. Incorrectly spelt words can be seen with a wavy line underline them.		
a) red	b) green	c) yellow
9. The button is used to display the text in darker shade.		
a) bold	b) italic	c) underline
10. The is a blank area in the left margin of a document.		
a) Center area	b) Deselect area	c) selection area

SECTION B

Q2. Very Short Answers :-

- 1. What is selection area?
- 2. What do you mean by grammatical errors?
- 3. Which key is used to check Spelling and Grammar?
- 4. How to create a shortcut of Microsoft word?
- 5. What is underline effect?

SECTION C

Q3. Short Answers:-

- 1. What is the use of Shift + Home key?
- 2. What is border button?

SECTION D

Q4. Long Answers: -

1. What do you mean by Clipboard?