# DELHI PUBLIC SCHOOL, JAMMU <br> SESSION 2019-20 <br> REVISION SHEET (CYCLE TEST-2) 

TOPIC :- L-5(EDITING TEXT IN MS WORD 2010), L-6 (FORMATTING A DOCUMENT)

Class: IV
SUB:- COMPUTER

## SECTION A

## Q1. Multiple Choice Questions:

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