

DELHI PUBLIC SCHOOL JAMMU
SESSION: 2024-25
ASSIGNMENT-2

CLAS : III

Subject: Computers

A) Write the Shortcut Keys for following:

1. To Save a document
2. To Print a document
3. To Open a New document
4. To Select the entire document

B) Match the following:

- | | |
|----------------------|-----------------------------------|
| 1. To select a word | a) Ctrl + C |
| 2. Editing | b) Double click on the word |
| 3. To copy the text | c) Ctrl + V |
| 4. To cut the text | d) Making changes to the document |
| 5. To paste the text | e) Ctrl + X |