

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

CLASS V

Subject: Computers

A) Write the Shortcut Keys for following:

1. To Save a workbook
2. To Edit the contents of a cell
3. To Create a New workbook
4. To Insert a New worksheet in a workbook

B) Match the following:

- | | |
|-------------------------|---------------------------|
| 1. Workbook | a) Commonly used commands |
| 2. Worksheet | b) Number |
| 3. Quick Access Toolbar | c) Letter |
| 4. Row | d) Notebook |
| 5. Column | e) Page of a notebook |