

ST. THOMAS SCHOOL, LONI









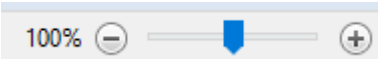
CLASS III-___

COMPUTER WORKSHEET (November)

Note: Kindly paste the given worksheet in the computer notebook. Date of submission-26-11-2019


Name: _____ **Roll No:** _____ **Date:** _____


Some Important Icons


S. No.	Icon Image	Icon Name	Tab Name
A.		Align Left	Home
B.		Align Right	Home
C.		Align Center	Home
D.		Drop Cap	Insert
E.		Justify	Home
F.		Select Tool	Home
G.		Resize Tool	Home
H.		Rotate Tool	Home
I.		Zoom Slider	Status Bar


After reading the information answer the following questions-

I. Tick the correct option:

- A.  tool is available in:
a) Home tab b) Insert tab c) Status bar
- B. “Zoom Slider” option is available in:
a) Home tab b) Title bar c) Status bar

C. The name of  icon is:
a) Rotate b) Rename c) Resize

D.  option align the text in:
a) Right position b) Center Position c) Left position

E.  option is available in:
a) Home tab b) Insert tab c) Status bar

II. Write the name of formatting applied on the text with the help of hint box:

Bold	Italic	Underline
Lowercase	Uppercase	DropCap

A. THIS IS A SAMPLE TEXT. _____

B. **This is a sample text.** _____

C. **T**his is a sample text. _____

D. this is a sample text. _____

E. This is a sample text. _____

F. *This is a sample text.* _____