CLASS 3

SUBJECT : COMPUTER SCIENCE

TOPIC : USING A WORD PROCESSOR

ANSWERS

I. **Fill in the blanks:**
   a) Word Processor.
   b) Title bar.
   c) File.
   d) Status bar.
   e) Two.
   f) CTRL + S.

II. **State whether the following statements are True or False :**
   a) True.
   b) False.
   c) True.
   d) False.
   e) True.
   f) True.

III. **Answer the following questions:**
   a) A word processor is a software that is used to create documents such as letters, lists, poems and so on.
   Three examples of a word processor are – Microsoft Word, LibreOffice Writer and Notepad.
   b) The Microsoft Word 2010 window has many components. They are the title bar, Ribbon, File tab, document area, status bar and scroll bars.
   c) A cursor is the small blinking vertical line in the document area.
   The cursor indicates the place from where we can start typing.
   d) Editing a document means making changes to the text in it. It includes selecting, inserting and deleting text.
   e) To delete a text in Microsoft Word, we must first select the text. After this, we must press the DELETE key from the keyboard. The selected text will disappear from the document.

IV. **Complete the following exercises at the end of the chapter:**
   EXERCISE A : TICK THE CORRECT ANSWERS:
   1. (b) Word processor.
   2. (c) Document area.
   3. (a) New.
   4. (a) Save.
   5. (d) Exit.

   EXERCISE B: WRITE 'T' FOR TRUE OR 'F' FOR FALSE:

   1. T – TRUE.
   2. T- TRUE.
   3. F- FALSE.
   4. F- FALSE.
   5. F- FALSE.

1. Title.
2. File tab.
3. Horizontal.
4. New.
5. Exit.

1. (b) Creates a new document.
2. (c) Saves the document.
3. (d) Opens the document.
4. (a) Selects the whole document.

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