# WELLAND GOULDSMITH SCHOOL

# CLASS-IV

# COMPUTER STUDIES ANSWER KEY

## 1. Write the shortcuts:-

a) SHIFT+RIGHT ARROW

b) SHIFT + UP ARROW

c) CTRL+X

d) CTRL+Z

e) CTRL+A

## 2. FILL IN THE BLANKS:-

a) Clipboard

b) Selection Bar

c) Multi-Tool Word

d) Quick Access

e) Double-click

## 3. Match the following:-

1) Paul Allen            a) Ms-Word

2) Green wavy line       b) Grammatical error

3) CTRL+Y               c) REDO

4) Clipboard            d) Paste

## 4. Answer the following questions:-

a) Undo is used to cancel the last action done in the document.

Redo is used to cancel the action of undo.

b) To copy a text from one location to another we have to follow these steps:-

- Select the text that has to be copied.
- Click on the Copy option in the Clipboard group of the Home tab.
- Click in the document area where we want to paste the text.
- Click on the Paste option in the Clipboard group. The text will be placed in the new location. It will also be displayed at the earlier location.

c) Auto correct is an option in Ms-Word that automatically corrects the spelling when the word is typed.

## ANSWERS FROM TEXTBOOK (Pg 35)

## A. Tick the correct answers:-

1. Editing

2. Triple click

3. CTRL+A

4. Quick Access Toolbar

5. Review

6. Redo

7. Thesaurus

**B. Name the following:-**

1. Thesaurus

2. Undo

3. Home

4. Spelling and Grammar option

**C. Fill in the blanks:-**

1. I beam

2. Blue

3. Red wavy

4. Backspace

5. Paste

**D. Correct the following statements.**

1. The **Cut** and Paste option removes the original text from its place.

2. The shortcut for copying text is **CTRL+C**

3. No correction required.

4. A grammatical mistake is highlighted with a **green** wavy line.

5. The selected text is highlighted in **blue** color.

**H. Answer these questions:-**

1. Select the paragraph and press the Delete key or Backspace key, the paragraph will be deleted.

2. To move a text from one location to another we have to follow these steps:-

- Select the text that has to be moved.
- Click on the Cut option in the Clipboard group of the Home tab.
- Click in the document area where we wish to Paste the text.
- Click on the Paste option in the Clipboard group. The text will be placed in the new location.

3. The steps to use the Thesaurus option in Microsoft Word are the following:-

- Select the word.
- Click on the Thesaurus option in the Proofing group of the Review  tab. The Thesaurus pane appears on the right of the document window. The pane displays a list of antonyms and synonyms for the selected word.

4. a. CTRL+X

   b. SHIFT+END

   c. CTRL+BACKSPACE