

ASSIGNMENT

SUB: COMPUTER

CLASS: FOUR

CHAPTER: 3

(TOOLS OF WORD PROCESSOR)

*-: Continue in your computer copy: -*

Application based question: (Page No. 31, Ex- D)

Q.1) Ans: Steps to check spelling and grammatical mistakes: -

- i) Right- click on the word underlined with red or green wavy line.
- ii) A shortcut menu appears, displaying various suggestions.
- iii) Select the correct option from the Suggestions list.

*-: to be done in the book itself: -*

Answer in one word or one sentence: (Page No.32, Ex: - F)

Q.2) Ans: Quick Access Toolbar