

COMPUTERS

CLASS THREE

Chapter 3

Wordprocessor – An introduction

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Do in the textbook

Page 39 Ex A 2,4 { Ans. on Page 33 }

Page 39 Ex B 2 { Ans. on Page 37 }

Page 39 Ex B 3 { Ans. on Page 33 }

Page 40 Ex C 2 { Ans. on Page 33 }

Page 40 Ex D 3 { Ans. on Page 37 }

Write the following Q&A in your Computer copy

Q1. How will you save a file in MS Word ?

Ans. Step 1: Click on the File tab.

Step 2: Click on Save As

Step 3: Type a name for your document in the Filename Box

Step 4: Click on the Save Button

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