

COMPUTERS
CLASS FOUR
Chapter 3
Tools of Wordprocessor

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Do in the textbook

Page 31 Ex A 3

Page 31 Ex B 1,2,3

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Write the following Q&A in the Computer copy

Q1. List any three uses of a word processing software.

Ans. <Page 24 – A QUICK REVIEW - any three points >

Q2. What do you understand by editing ? How can you insert text in a document ?

Ans. Making changes in the text , you have typed in a document , is called Editing.

Q3. What is word wrap ?

Ans. While typing in MS Word , when the cursor reaches the right side of the page it automatically goes to the next line. This is called word wrap.

Q4. What is the difference between Overtyping and Insert modes ?

Ans. In Overtyping mode, any text typed in the middle of some text , replaces the text to the right of the cursor.

In Insert mode, any text typed in the middle of some text , shifts rightwards the text to the right of the cursor.