

COMPUTERS

CLASS THREE

Chapter 3

Wordprocessor – An introduction

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Do in the textbook

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Write the following Q & A in your copy

Q2. Write the steps to copy text.

Ans. Step 1 : Select the text you want to copy

Step 2 : Click on Copy in the Home tab.

Step 3 : Take the cursor where you want to copy the text.

Step 4 : Click on Paste in the Home tab.