

**SELF ASSESSMENT TEST: - 2**

**Class: 4**

**Sub: Computer**

**Time: 45mins**

**F.M=20**

**1. Answer the following: {12}**

- a) List any three uses of a word processing software. [3]
- b) What is the difference between moving and copying text? [4]
- c) Write steps to save a document in MS-word. [3]
- d) Explain the use of Thesaurus feature in MS-word. [2]

**2. Fill in the blanks: {5}**

- a) Incorrectly spelt words can be seen with a \_\_\_\_\_ wavy line under them.
- b) The shortcut key to close a document in MS-word is \_\_\_\_\_.
- c) The shortcut key to select the entire text of a document is \_\_\_\_\_.
- d) Grammatical errors are indicated with a \_\_\_\_\_ wavy line
- e) The small blinking vertical line on the MS-word screen is known as the\_\_\_\_\_.

**3. State True or False. [3]**

- a) MS-word opens a blank document with the name "Document 1" \_\_\_\_\_
- b) The shortcut key for Undo command is Ctrl + Z \_\_\_\_\_
- c) Making changes in a document is called editing\_\_\_\_\_

