

# **BISHOP GEORGE SCHOOL&COLLEGE**

**Worksheet No.3 (2020-2021)**

**Class -4**

**Subject – Computers**

## **CHAPTER 3 – Editing Tools in MS-Word**

### **ANSWER KEY**

**1. Let's Review (pg no.43):-**

- a. False
- b. True
- c. False
- d. True

**2. Tick the correct answer:-**

- 1. A.
- 2. C
- 3. A
- 4. C
- 5. C

**3. Fill in the blanks:-**

- 1. Arrow
- 2. Grey
- 3. Green wavy.
- 4. Backspace.
- 5. Paste