

St. Thomas School, Indirapuram
Computer Worksheet 3 (Ch. 2, 5, 7 & 11)
Class III

Name _____

Roll no. _____

Section _____

Q1. Write the names of shapes of mouse pointer.













Q2. Identify the following icons and name them.





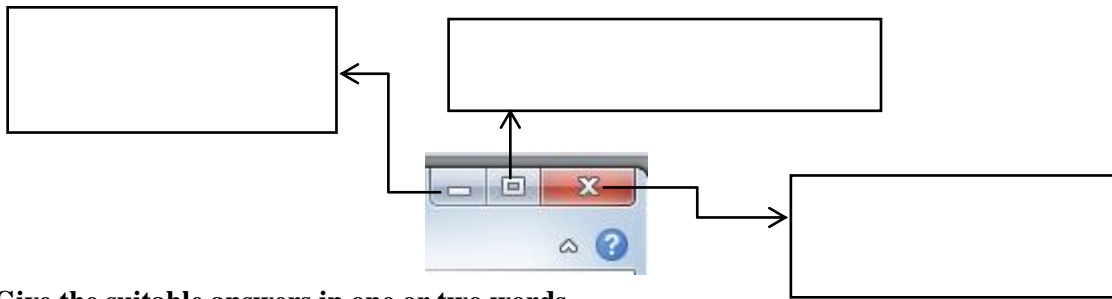








Q3. Label the following buttons.



Q4. Give the suitable answers in one or two words.

- a) The Icon with an arrow on its left. _____
- b) The Icon known as the window to our computer. _____
- c) The button known as the gateway to our windows. _____
- d) The Icon that receives all the deleted objects. _____
- e) The button that closes the program windows completely. _____
- f) In MS Word, the tab that has commands for saving and printing the documents. _____
- g) A part of hand used to press the spacebar. _____
- h) He invented the layout of keyboard. _____
- i) This means a certain size and style of a character. _____
- j) A board inside the system box that holds all the important parts of the computer. _____

Q5. Fill in the blanks.

- a) The longest key o the keyboard is called the _____.
- b) _____ keys have different meanings in different programs.
- c) _____ and _____ are the two keys that help us type letters in capitals.
- d) The term _____ is used to change the text position.
- e) _____ is used to connect your computer with another computer through telephone lines.
- f) _____ is used to record your voice into the computer.

Q6 Give the keyboard shortcut keys for the following.

- a) Save the document _____
- b) Print a document _____
- c) Reverse the last action _____
- c) Underline a text _____

Q7 Write the full forms for the following:

a) PPM _____

b) PSU _____

c) VDU _____

Q8. Answer the following questions.

a) What is a shortcut Icon?

b) What is Font? Write names of any two Fonts.

c) What is an Icon?

d) What is the function of Enter key?
