**NORTH POINT SENIOR SECONDARY BOARDING SCHOOL**

**CLASS-IV**

**COMPUTER**

**NAME: DATE:**

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1. **Fill in the blanks:**
   1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ displays full pages as they are printed.**
   2. **Cut option, cuts the selection and puts it on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
   3. **Print option helps us to print the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ document or template.**
   4. **E-mail option helps us to send the Contents of the document as the \_\_\_\_\_\_\_\_\_\_\_ body of the e-mail message.**
   5. **The Short cut key of the Format Painter is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
2. **Write the Shortcut Keys of the following:**
   1. **To create a new document. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   2. **To open existing document. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   3. **To print an active document. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   4. **To check the spelling in active document. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   5. **To copy the selection. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Draw the following icons:**

|  |  |  |
| --- | --- | --- |
| * 1. **PRINT PREVIEW** | * 1. **COPY** | * 1. **PASTE** |
| * 1. **NEW** | * 1. **OPEN** | * 1. **SAVE** |