

Revision Worksheet  
Class VII  
ICT  
Chapter 4: Word Processing

Write the answer of the following questions

1. What is word processing?
2. Who did invent a layout of scientific keyboard at first?
3. When was 'Shaheed Lipi' software introduced?
4. What is 'Auvro'?
5. What is needed to press to type with Bijoy software?
6. What is needed to press to type with Auvro software?
7. When was 'Auvro' software introduced?
8. Write the command keys of the following functions
  - i. To print
  - ii. To cut
  - iii. Right Alignment
  - iv. To paste
  - v. Underline
  - vi. To make font size 1 point bigger
  - vii. Bold
  - viii. Left Alignment
  - ix. To make font size 1 point smaller
  - x. At the end point of a document
  - xi. Justified Alignment
  - xii. Taking a cursor after a line
  - xiii. Centre Alignment