



ICT

Class VI

Chapter 4: Word Processing

Lesson 3&4

Revision Worksheet 2

Write the answers of the following questions.

1. What is needed to press to type in capital letters?
2. What will you do to start a new paragraph?
3. What is needed to press to delete something in MS Word?
4. Where do you click to close a file using office button?
5. Where do you click to save a written document using office button?
6. How will you get a blank space in MS Word?
7. Where do you click to open an old file using office button?