



ICT

Class VII

Chapter 4: Word Processing

Revision Worksheet

Write the answers of the following questions.

1. What is 'Auvro'?
2. When was 'Auvro' software introduced?
3. What is needed to press to type with Bijoy software?
4. What is needed to press to type with Auvro software?
5. Who did invent a layout of scientific keyboard at first?
6. When was 'Shaheed Lipi' software introduced?
7. Write the command keys of the following functions

Function		Command
1.	To print	
2.	To cut	
3.	To paste	
4.	Underline	
5.	Right Alignment	
6.	Left Alignment	
7.	Justified Alignment	
8.	Taking a cursor after a line	
9.	Centre Alignment	
10.	To make font size 1 point bigger	
11.	At the end point of a document	
12.	To make font size 1 point smaller	
13.	Taking a cursor after a line	