



CLASS: V

Subject: Computer

Date: 13/06/2020

Topic: Answer Key For Worksheets 6 and 7

Worksheet 6, Date: 09/06/2020

SELF CHECK

Exercise:

Answer the following questions:

1. What are the steps to find and replace text in a document?

Answer: The steps to find and replace text in a document are:

Step1: Go to Home > **Replace** or press Ctrl+H.

Step2: Enter the word or phrase you want to **locate** in the **Find** box.

Step3: Enter your new text in the **Replace** box.

Step4: Select **Find** Next until you come to the word you want to update.

Step5: Choose **Replace**. To update all instances at once, choose **Replace All**.

2. Write the shortcut key used for Find and Replace option.

Answer: Shortcut key for Find and Replace option is CTRL+H.

3. In which tab is the Orientation button available?

Answer: The Orientation button is available in Page layout tab.

4. Name different types of page orientation.

Answer: Different types of page orientation are Portrait and Landscape.

5. In which tab is the Find option available? What is the shortcut key for Find option?

Answer: Find option is available in Home tab. Shortcut key of find option is Ctrl+F.

Worksheet 7, Date: 12/06/2020

SELF CHECK

Exercise

Fill in the blanks:

1. Page break option is available in Insert tab.
2. To change the page size first we have to select Page layout button.
3. Bullets button is present on Paragraph group.
4. Number list is available on Home tab.

Answer the following questions:

1. What is bullet?

Answer: Bullet is a dot or a graphic symbol used to format a list.

2. Write steps to select page size.

Answer: Steps to select page size are:

Step 1: Select the Page layout button.

Step2: Click on the Page setup group launcher. Page setup dialog box appears.

Step3: Select the desired size from Page size drop down option.

Step 4: Click OK.

3. Define page break.

Answer: A page break shows the end of a page.