ST. ANDREWS SCOTS SCHOOL
Adjacent Navniti Apartments,
I.P. Extension, Patparganj, Delhi-110092

(Session 2025-26)

Subject: Computer   **Class: III**   **Ch- 2(Worksheet)**

Q.1 Identify the different type Change case :

(i). All letters are lowercase   _____

(ii). All letters are Capitalise   _____

(iii). Capitalise the 1st letter of a sentence   _____

(iv). Capitalise the 1st letter of each word   _____

Q.2 Fill in the blanks:

(i). _____ is used to cancel the command and _____ is used to reverse the command.

(ii). _____ is the blank space between two lines in a paragraph.

(iii). Making changes in the existing text is called _____ the document .

(iv). Spelling mistakes are shown in _____ coloured wavy lines.

Q.3 One word :

(i). To improve the appearance of text.   _____

(ii). To number each item in a list.   _____

(iii). To find a synonym for a word in a document   _____

(iv). To apply some pretty cool effects to the text.   _____