

ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartments,
I.P. Extension, Patparganj, Delhi-110092

Session: 2026-2027

Worksheet

Class- III

Subject- Computer

Ch-3 Worksheet

A. Choose the correct answer.

1. MS Word 2016 is a _____ program.
a) Drawing b) Word processing c) Gaming
2. Which button is used to start MS Word?
a) Start b) Delete c) Spacebar
3. The blinking line where we type text is called the _____.
a) Mouse pointer b) Cursor c) Scroll bar
4. Which key is used to create a space between words?
a) Enter b) Spacebar c) Shift
5. Which key is used to move to the next line?
a) Enter. b) Ctrl c) Alt

B. Write True or False.

1. MS Word is a word processing software. _____
2. We cannot type text in MS Word. _____
3. The Enter key moves the cursor to the next line. _____
4. The Spacebar is used to give space between words. _____
5. MS Word can be used to create documents. _____

D. Match the following.

Column A.

1. Enter Key.

2. Spacebar.

3. Backspace Key.

4. Save

Column B

A. Erases text

B. Saves a document

C. Moves to the next line

D. Gives space between words