

ST. ANDREWS SCOTS SCHOOL

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

Session: 2026-2027

Worksheet

Class – III.

Subject – Computer.

Ch-4 (Worksheet)

A. Fill in the blanks.

- 1.The _____ key is used to erase the character on the left side of the cursor.
- 2.The _____ command removes selected text from its original place.
3. The _____ command makes a duplicate of selected text.
4. The _____ command places the copied or cut text at a new location.
5. The _____ command brings back the action that was undone.

B. Write True or False.

- 1.The Backspace key deletes the character to the left of the cursor. _____
2. The Cut command keeps the selected text in its original place. _____
3. We can use Copy and Paste to make a duplicate of text. _____
4. Undo reverses the last action. _____
5. We cannot select text in MS Word. _____

C. Identify the following icons and write their names

