

INTERNATIONAL INDIAN SCHOOL BURAIDAH
Class 4 Computer Practice Sheet for Term-1

A) Fill in the blanks

1. To add 3-D text to your canvas, click on the **TEXT** tool.
2. The **EFFECTS** pane is used to apply an effect to the object.
3. The **FORMAT PAINTER** tool is used to copy formatting from the selected text or shapes.
4. The Orientation option is present on the **LAYOUT** tab.
5. **LINE SPACING** is the vertical distance between the successive lines of the text in a document.

B) True/False

6. Cortana is an inbuilt feature of Microsoft Edge. T
7. Stickers can be added to 2-D or 3-D drawings. T
8. You can use the 3-D library to add 3-D objects. T
9. The header option splits the document into two or more columns. F
10. Landscape is the default paper orientation in word. F

C) Select the correct option

11. The _____ option is used to add realistic icons and texture to your drawings.
a. Icons **b. Stickers** c. Labels
12. On which side of the paint 3-D application is the Stickers pane placed?
a. Left **b. Right** c. Centre
13. In paint 3-D, the _____ tool is used to select a sticker.
a. Sticker **b. Select** c. Label
14. The _____ option divides a document in two or more columns.
a. Tab **b. Columns** c. Header
15. The _____ option is used to place some information on top of every page.
a. Header b. Paragraph Spacing c. Footer