

Revision Worksheet

classmate
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1). Which tool is used to open a new Tux paint?

Ans → New tool. is used to open a new Tux paint window.

2). Which is the keyboard shortcut key to undo?

Ans → Ctrl + Z.

3). Which ruler is used to adjust the top and bottom margins?

Ans → Vertical ruler.

4). Which type of alignment aligns the text equally?

Ans → Center align.

5). What is the default size of font in word document?

Ans → 11 is the default font size in word document.

6). Which tool is used to save a drawing?

Ans → Save tool is used to save a drawing.

7). Which tab opens the Black Palette?

Ans → Scripts tab opens the black palette.

8). Write the use of quick access toolbar.

Ans → Quick access toolbar is used to save, undo and redo.

9). What is the extension of scratch program?

Ans → .sb2 is the extension of scratch program.

10). Which command is used to duplicate the text?

Ans → Copy command is used to duplicate the text.

11). To open an existing drawing, which tool is used?

Ans → Open tool is used to open an existing drawing.

12). Which is the keyboard shortcut key to save a file?

Ans → Ctrl + S

13). What is the use of crop tool?
Ans → Crop tool is used to remove the unwanted part of a drawing.

14). What is the keyboard shortcut to redo an action?

Ans → Ctrl + Y is shortcut key to redo an action.

15). Which tab will you click on to print a document?

Ans → File tab is used to print a document.

16). Mention the steps to save a document.

Ans → The steps to save a document are:-

- 1) Click on File menu
- 2) Click on Save As option.
- 3) Add name in the name box
- 4) Click on save.

17). Which command reverses the last action performed?

Ans → Undo command reverses the last action performed.

18). What is the extension of word document?
Ans → .docx is the extension of word document.

19). What is a stage?

Ans → The area where you run the program codes is called stage.

20). What are blocks?

Ans → The coloured pieces that we move around to make scratch program are called blocks.

21). Which tool is used to print a file?

Ans → ~~Print~~ Print tool is used to print a file.

22). Under which block the repeat command is found?

Ans → Repeat command is found under the control block.

23). What is the use of repeat ~~block~~ command?

Ans → Repeat command is used to perform a command over and over again.

24). What is formatting?
Ans → Changing the appearance of the text in a document is called formatting.

25). What is the use of vertical and horizontal scroll bar?
Ans → Vertical Scroll bar is used to move the page up and down.

Horizontal scroll bar is used to move the page right and left.

26). Which menu will you click on to create a new project?
Ans → File menu is used to create a new project.

27). To create a numbered list, we must click on which button?
Ans → To create a numbered list, we should click on numbering button.

28). Which flag is used to run a script?
Ans → Green flag is used to run a script.

29). Which area shows the preview of the project?
Ans → Stage area shows the preview of the project.

30). Which block helps the sprite to add and subtract numbers?
Ans → Operator block helps the sprite to add and subtract numbers.

31). What is highlighting?
Ans → Adding a coloured background to the selected text is called highlighting.

32). Write the keyboard shortcut keys for the following: -

1). Cut - ctrl + X

2). Copy - ctrl + C

3). Paste - ctrl + V

4). Bold - ctrl + B

5). Underline - ctrl + U

6). Italic - ctrl + I

- 7) Save - Ctrl + S
- 8) Shut down - Alt + F4
- 9) Select All - Ctrl + A
- 10) Open - Ctrl + O
- 11) New - Ctrl + N
- 12) Select Right - Shift + →
- 13) Select left - Shift + ←
- 14) Select up - Shift + ↑
- 15) Select down - Shift + ↓