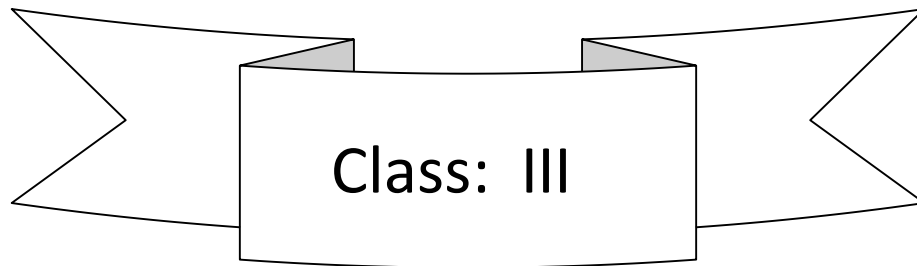


Delhi Public School Gandhinagar

Academic session (2026-27)



Study Materials

**JULY:2026**

Subject: Computer

## L-4 Editing Text in Word

Page no. 40

**Brain Teaser**  21st Century Skills  

Observe and select the correct option.

- Happy : Joyful :: \_\_\_\_\_ : Large  
a. Small                      b. Big                      c. Short
- Small : Tiny :: Fast : \_\_\_\_\_  
a. Quick                      b. Slow                      c. Heavy
- Angry : Mad :: Easy : \_\_\_\_\_  
a. Hard                      b. Simple                      c. Loud

Page no. 42

**Decoding Time**  21st Century Skills

Aanya wants to select an entire paragraph in her document using the mouse. She tries different actions to do this. Which action will help Aanya select the whole paragraph?

☒ Single-click   ☐ Double-click   ☐ Triple-click   ☒

**A. Select the correct option.**

1. Words with spelling mistakes are underlined with a red wavy line.
- a) Blue wavy                                      b) Orange solid                                      c) Red wavy

2. The grammatical errors are indicated with double blue lines.
- a) Orange                                      b) Blue                                      c) Brown
3. The Replace All button changes all occurrences of the searched text at once.
- a) One                                      b) All                                      c) Some
4. The cut option is used to move text from one place to another.
- a) Copy                                      b) Paste                                      c) Cut

**B. Fill in the blanks.**

1. The spell check starts from the position of the cursor.
2. The thesaurus feature provides a list of synonyms for any word.
3. A clipboard is a temporary storage area that stores the data that you cut or copy.
4. To select a word using the mouse, double-click on the word.

**Hints:    Clipboard                      Double click                      Thesaurus                      Cursor**

**C. Write T for True and F for False.**

1. Double-clicking in the left margin selects a paragraph. T
2. Word has built-in sets of grammatical rules. T
3. The Find Next button highlights the next occurrence of a word. T
4. The spell check always starts from the beginning of the document in Word. F

**D. Answer the following questions.**

1. Define the term 'editing' in word.

**Ans: Making changes in a document is called editing.**

2. Write the use of the Undo command.

**Ans: The undo command lets you reverse your last action.**

3. Explain the use of the Spelling & Grammar feature.

**Ans: It helps you to check the spelling and grammar of the text.**

4. Write the use of the Redo command.

**Ans: The Redo command reverses the action of the Undo command.**

**Page No. 49**

**E. Rewrite the steps to move the text in correct sequence.**

1. Click on the Paste option.
2. Select the text you want to move.
3. Place the cursor at a new location.
4. Click on the Cut option.

**Correct Steps:**

1. Select the text you want to move.
2. Click on the Cut option.
3. Place the cursor at a new location.
4. Click on the Paste option.

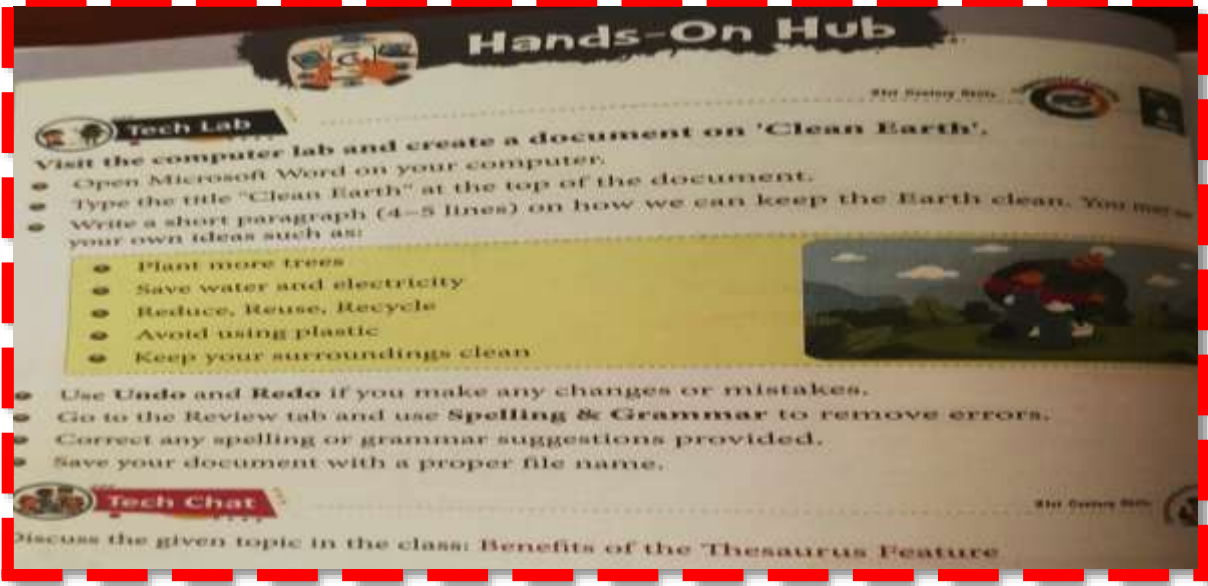
**Competency Based Questions**

1. Anjali wants to change a word in her story to a different word with the same meaning. Which tool helps her find such words?

**Ans: Thesaurus tool**

2. Priya needs to check for spelling mistakes in her document. Which feature should she use?

**Ans: Spelling and Grammar feature.**



**CBE Based Extra Questions.**

**Section A: Tick the Correct Answer. [1 Mark Each]**

- Which command is used to place the text in another location?  
a) Copy                                  b) Paste                                  c) Undo
- Which features checks grammar mistakes?  
a) Paint                                  b) Spelling & grammar                                  c) Save
- Which feature helps to replace one word with another word?  
a) Replace                                  b) Paste                                  c) Redo

**Section B: Match the Following.[1 Mark Each]**

### Column A

1. Cut
2. Copy
3. Paste
4. Undo
5. Thesaurus

**Column B**

- Similar Words
- Cancel last action
- Move text
- Insert the Text
- Duplicate Text

## **Answer Key**

### **Section A**

**Tick the Correct Answer.**

1. b) Paste
2. b) Spelling & grammar
3. a) Replace

### **Section B**

**Match The Following.**

1- c

2-e

3-d

4-b

5-a

# Delhi Public School, Gandhinagar

## Computer Study Material

### Class - III

### Month: May'2026-27

### L-1 Hardware and Software

Page no. 7

**Brain Teaser** 

21st Century Skills 

Tick (✓) the items you can touch and cross (×) the ones you cannot touch.

- Applications on a monitor ☐
- A computer mouse ☒
- Songs playing on a computer ☐
- A computer keyboard ☒

Page no. 10

**Time** Identify each device and its hardware type based on the given clues.

| Clues                                                  | Name of Device | Type of Hardware |
|--------------------------------------------------------|----------------|------------------|
| It helps you type letters and numbers.                 | Keyboard       | Input device     |
| It shows pictures and videos on the screen.            | Monitor        | Output device    |
| It lets you listen to music without disturbing others. | Headphones     | Output device    |

Page No. 12

**Brain Developer** 

**A. Select the correct option.**

- Windows is an example of system software.
  - a. Google Assistant
  - b. Word
  - c. Windows
- The CPU is the main processing device in a computer.
  - a. Monitor
  - b. CPU
  - c. Mouse
- A Word Processor helps you write, edit, and print text documents.
  - a. Word Processor
  - b. Graphics Software
  - c. Spreadsheet
- A Scanner is used to scan the documents to the computer.
  - a. Speaker
  - b. Scanner
  - c. Printer

**B. Fill in the blanks.**

1. Hardware refers to the physical parts of a computer.
2. A Spreadsheet program helps you perform calculations.
3. PowerPoint is an example of a presentation software.

4. A printer prints text or pictures on paper.

**Hints:    PowerPoint            Printer            Hardware            Spreadsheet**

**C. Write T for True and F for False.**

1. Adobe Photoshop is an example of graphics software.
2. Solid-State Drives (SSDs) are slower than Hard Disk Drives (HDDs).
3. An application software is used to do a specific type of work.
4. Headphones are used to listen to sounds without disturbing others.

☒ T  
☒ F  
☒ T  
☒ T

**D. Answer the following questions.**

1. Define hardware. Name its types.

**Ans. Hardware refers to the physical parts of a computer. Types of hardware are input devices, Output devices, processing devices and storage devices.**

2. Define software. Name its types.

**Ans. Software refers to a set of instructions or programs given to the computer to do some work. Types of software are System software and Application software.**

3. Explain presentation software with an example.

Ans. It allows you to create slides, charts, animations and video clips in an engaging way. Eg.- PowerPoint, OpenOffice Impress.

4. What is an operating system?

Ans. An operating system controls and coordinates all the activities of a computer system, serving as a bridge between the user and the computer hardware.

### Competency Based Questions

1. Arav is designing a flyer for his school event and needs to combine text and images. Which software should he use?

Ans. Desktop Publishing Software.

2. Ramesh needs to type a document on a computer. Which input device should he use to type?

Ans. Keyboard

Page No. 14

**Hands-On Hub**

**My Activity**

Find and circle the given words in the word search grid. Categorise them into Input, Output, and Storage devices.

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| E | G | S | P | R | I | N | G | S | A |
| K | H | X | M | O | U | S | E | P | E |
| E | S | S | D | N | N | Y | Z | E | P |
| Y | J | L | I | H | M | B | U | A | R |
| B | O | A | P | C | H | O | E | K | I |
| O | K | A | R | D | T | N | T | E | N |
| A | Y | J | B | A | S | K | E | R | T |
| R | M | O | N | I | T | O | R | S | E |
| D | S | C | A | N | N | E | R | M | R |
| C | P | E | N | D | R | I | V | E | A |

**Words:**

- Mouse
- Monitor
- Speakers
- Scanner
- CD
- Printer
- Keyboard
- SSD
- Pen Drive

| Input Devices | Output Devices | Storage Devices |
|---------------|----------------|-----------------|
| Mouse         | Speakers       | CD              |
| Keyboard      | Monitor        | Pendrive        |
| Scanner       | Printer        | SSD             |

## **COMPETENCY BASED QUESTIONS.**

### **A] Fill in the blanks.**

1. The main processing device of a computer is called the **CPU.**
2. A **scanner** is used to scan documents or photos and send them to the computer.
3. A **printer** prints text or pictures on paper, giving a hard copy.
4. Small headphones that fit inside your ear are called **earbuds.**
5. **Application** software helps you do a specific type of work on the computer.

### **B] Read the scenarios and select the correct option.**

1. If you want to type a story on the computer, which software will you use?  
a. Excel                      b. Paint                      c. **Word**
2. You want to listen to music without disturbing others, which device will you use?  
a. Speakers                      b. **HeadPhones**                      c. Scanner

# Delhi Public School, Gandhinagar

## Computer Study Material

Class - III

Month: April'2026-27

L-2 Understanding Windows 10

Page no. 18

**Brain Teaser**  21st Century Skills 

 Tara turned on her computer to make a birthday card. She used the keyboard to type a message and moved the mouse to draw shapes in Paint.

 She checked her design on the monitor and played a song using the music player app while working. Then, she saved her work and shut down the computer.

From the text given above, choose and write two hardware and two software items that Tara used.

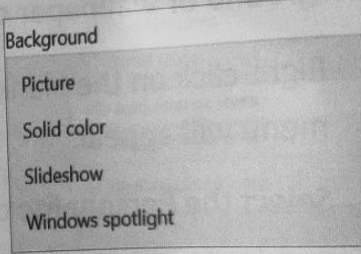
| Hardware        | Software     |
|-----------------|--------------|
| Monitor         | MS Paint     |
| Mouse, Keyboard | Music Player |

Page No. 24

**Decoding Time** 

Priya wanted to add her favourite photo in the background. Which option should she select from the Background settings?

- ☒ Picture
- ☐ Solid color
- ☐ Slideshow
- ☐ Windows spotlight



Page No. 26

A. Select the correct option.

- The **Taskbar** is a long horizontal bar located at the bottom of the desktop.  
a) Status bar                                      b) Menu bar                                      c) **Taskbar**
- Booting** is the process of windows starting and locating into the computer's memory.  
a) **Booting**                                      b) Restarting                                      c) Logging

**B. Fill in the blanks.**

1. The main screen of windows that appears after booting is known as the **desktop**.
2. **Four headed** arrow is used for moving pictures and toolbars.
3. The background image of the desktop is called the **wallpaper**.
4. A **double headed** arrow is used for resizing windows or images.

**HINTS:-** Four-headed      Double-headed      Desktop      Wallpaper

## Page No. 27

**C. Write T for True and F for False.**

1. Windows 10 does not have a graphical user interface. **F**
2. Icons on the desktop can be arranged. **T**
3. The Busy pointer means that the computer is ready and waiting for input. **F**
4. Non-adjacent icons refer to the icons that are not next to each other on the desktop. **T**

**D. Answer the following questions.**

## 1. What are icons?

Ans: The small labelled pictures or symbols present on the desktop are called icons.

## 2. Define screen saver.

Ans: The screen saver is an image that pops up on the computer screen whenever the computer is left idle for a certain time.

**3. Write any two features of windows 10.**

Ans: It provides easy access to programs.

Microsoft Edge, is the default Web Browser in Windows 10.

#### 4. Why is sorting icons on the desktop helpful?

Ans: Sorting helps you to find icons quickly and keeps your desktop clean.

### Competency Based Questions

1. Priya wants to select icons on the desktop that are next to each other. Which key should She press to select them?

Ans: Shift Key

2. Kavita wants to select multiple non-adjacent desktop icons. Which key should she hold?

Ans: Control Key

## Page No. 28

# Hands-On Hub

21st Century Skills

Critical Thinking

## My Activity

A. Solve the crossword using the clues provided.

Clues:

1. It is the first screen that appears after the computer boots.
2. This appears when your computer is idle for some time.
3. These are small pictures on the desktop that open programs.
4. It is a horizontal bar at the bottom of the desktop.
5. It allows you to easily organise open windows by snapping them.

The crossword puzzle grid is filled with the following words:

- Down 1: DESKTOP
- Across 3: ICONS
- Down 2: SLEEP
- Across 4: TASKBAR
- Down 5: SNAPS

B. Name the pointer shapes.

Double headed arrow

I-Beam

Working in background

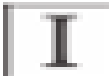
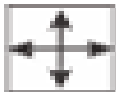
Four headed arrow

### COMPETENCY BASED QUESTIONS

**A. Select the correct option.**

- The process of loading the operating system into memory is called **booting**.  
a) Booting                                      b) Logging                                      c) Starting
- GUI stands for **Graphical User Interface**.  
a) General user Interface  
b) Graphical User Interface  
c) Global Utility Input

**B. Match the following.**

| Sr. No | Column A                                                                            | Sr. No | Column B                                                                               |
|--------|-------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------|
| 1.     |    | A.     | I-Beam [It is used for inserting the text in a document]                               |
| 2.     |  | B.     | Four -headed arrow[It is used for moving pictures and toolbars]                        |
| 3.     |  | C.     | Busy[It means that the computer is busy and wants you to wait.]                        |
| 4.     |  | D.     | Double-headed arrow [It is sued for resizing the windows or pictures.]                 |
| 5.     |  | E.     | Working in background[It means that the computer is processing while you are working.] |

**Ans.      1-C              2- D              3- A              4- B              5-E**