

St. Andrews Scots School

**Adjacent Navniti Apartments
I.P. Extension, Patparganj, Delhi- 92**

Session: 2025-2026

Computer Revision Worksheet

Class -2

Topic : Lesson – 2,3

Q1. Tick the correct option.

1. Which tool gives a closer and bigger look of an image?

(A) crop (B) flip (C) zoom

2. Which option has to be selected from the File Tab to create a document?

(A) New (B) Open (C) Save

Q2. Tick (✓) the correct statement and cross(✗) the wrong one.

1. Rectangular selection is used to select the drawing in irregular form as per need. ☐

2. The ruler is located at the bottom of the Word window. ☐

Q3. Rearrange the letters to get meaningful words:

1. ODRW _____

Q4. Write the shortcut command for each.

1. To close Word _____

2. To create a new document _____

Q5. Answer the following questions.

1. What is the use of Zoom out command?

2. Write any one use of Word.

Q6. Answer in one word.

1. It contains commonly used buttons like save, undo, redo, etc. _____

2. It is located below the Quick Access Toolbar and is made up of tab and groups. _____

Q7. Look at the items and write the names.



Z_om _n



C_p_