

ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartment I.P. Extension, Patparganj, Delhi – 110092

Session: 2026-27

CLASS: V SUBJECT: COMPUTER TOPIC: CH-2 WORKSHEET

1. Write Shortcut keys:-

a. Align Center _____

b. Align Right _____

c. Justify _____

d. Align Left _____

e. To find text _____

f. To Replace text _____

2. Answer in short:-

a) What is the space between the lines of a paragraph called?

b) What refers to the placement of the text with respect to the left and right margins?

c) What are small graphic symbols called that we use in our documents to highlight items in a list?

d) What is the default font style in Word 2016?

e) What refers to the design or appearance of characters?
