

Chapter 6

WORKSHEET

I. Fill in the blanks.

1. We can change the _____ and _____ of our text to make it look more attractive.
2. Press the Enter key after each word, to bring it to the next _____.
3. When the cursor is blinking, you can start _____ with keyboard.
4. The _____ helps you to scroll from left to right of a page.

II. Write the steps for the following.

1. Opening Notepad
2. Changing the font
3. Closing Notepad

III. Write True or False.

1. Notepad is used to draw and colour. _____
2. Notepad is not a part of the Windows software. _____
3. We can change fonts in Notepad. _____

IV. Write the different parts of the Notepad window.

1. _____
2. _____
3. _____
4. _____
5. _____