**DELHI PUBLIC SCHOOL SRINAGAR**

Revision worksheet for Information and Communication Technology (ICT)

Class: 3rd ***Topic: Ms Word***

**Q1.Do as directed:**

1. Insert an arrow of your choice from the Block Arrows submenu in Auto shapes.
2. Apply a 3-D effect of your choice to the arrow.
3. Now, apply the following effects to the 3-D object as given below:

i. Tilt up

ii. Tilt right

iii. Increase depth

iv. Change colour

**Q2. Type the paragraph and perform the following operations in Word:**

|  |
| --- |
| **Early Calculating Machines****Abacus:- Abacus was the first calculating machine invented to count large numbers. It was invented in China.Simple calculations like addition, subtraction could be performed using the Abacus.****Napier’s Bones:- In 1616, Sir John Napier made a calculating device, called Napier’s Bones for addition, subtraction, multiplication and division of numbers.****The device was calle Napier’s Bones because it had multiplication tables inscribed on strips of wood or carved bone.****Other calculating devices are:** **Pascaline Difference Engine**  **Analytical Engine MARK-I**  |

1. Apply bullets or numbers for other calculating devices.
2. Apply green as background for the table and text colour as red.

**Q3. Fill in the blanks: (Basics of Computer):**

1. VDU stands for ………………………………
2. ………………………. Is a pointing device used for playing games.
3. A …………………… is used to play sound and music in computer.
4. A ………………….. is used to input voice in computer.
5. A …………….. is used to input voice in computer.