

Class: 3rd

Topic: Ms Word

Q1. Do as directed:

- a. Insert an arrow of your choice from the Block Arrows submenu in Auto shapes.
- b. Apply a 3-D effect of your choice to the arrow.
- c. 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 called Napier's Bones because it had multiplication tables inscribed on strips of wood or carved bone.

Other calculating devices are:

Pascaline

Analytical Engine

Difference 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):

- i. VDU stands for
- ii. Is a pointing device used for playing games.
- iii. A is used to play sound and music in computer.
- iv. A is used to input voice in computer.
- v. A is used to input voice in computer.