Class Test: Notepad Shortcut Keys

Subject: Computer   Time: 20 Minutes   Max Marks: 20

Name: _____ | Roll No: _____

Section A: Fill in the Blanks (1x5 = 5 marks)

1. Ctrl + ___ is used to save a file.

2. Ctrl + ___ is used to undo the last action.

3. Ctrl + ___ is used to open an existing file.

4. Ctrl + ___ is used to select all text.

5. Ctrl + ___ is used to print the document.

Section B: Match the Following (1x5 = 5 marks)

A. Ctrl + C   1. Select All

B. Ctrl + P   2. Paste

C. Ctrl + A   3. Copy

D. Ctrl + V   4. Print

E. Ctrl + X   5. Cut

Write your answers like: A - 3, B - 4, ...

Section C: True or False (1x5 = 5 marks)

1. Ctrl + N is used to open a file. (_____)

2. Ctrl + X is used to copy text. (_____)

3. Ctrl + Z is used to undo action. (_____)

4. Ctrl + S is used to save a file. (_____)

5. Ctrl + F is used to find text. (_____)

Section D: Short Answer (1x5 = 5 marks)

1. Write any two shortcut keys used in Notepad.

2. What is the use of Ctrl + A?

3. What happens when we press Ctrl + V?

4. What is the full form of 'Undo'?

5. Which shortcut key is used for printing?