Grade 2 Term 1 Final Review Sheet

Grade 2 Computer Basics Study Guide:

📝 WordPad Basics

1. What is WordPad for?

  - Typing text

  - Creating documents

2. Working with Text

  - Selecting text:

    - Click and drag over text

    - Double-click to select one word

    - Press Ctrl + A to select all text

  - Deleting text:

    - Highlight text

    - Press Backspace or Delete key

  - Copying and Pasting:

    - Copy: Press Ctrl + C

    - Paste: Press Ctrl + V

🖼️ Working with Pictures in WordPad

1. Inserting Pictures

  - Click "Picture"

  - Choose your picture

  - Click "Open"

2. Inserting Drawings from Paint

 - Click "Paint drawing"

 - Choose your saved drawing

 - Click "Insert"

3. Resizing Pictures

 - Go to the corner of the picture

 - Click and drag to make it smaller or bigger

💾 Saving and Printing

1. How to Save

 - Click "File"

 - Click "Save As"

 - Name your file

 - Click "Save"

2. How to Print

 - Click "File"

 - Click "Print"

 - Choose a printer

 - Click "Print"

🖱 Using Computer Equipment

1. Mouse Uses

 - Select items

 - Edit documents

 - Open programs

2. Keyboard Uses

- Type text

- Use shortcuts

✍️ Practice Questions

1. What do we use WordPad for?

2. How do we select all text in a document?

3. What buttons do we press to copy text?

4. How do we make a picture smaller in WordPad?

5. What are the steps to save a document?

6. How do we print our work?

7. What do we use the mouse for?

8. What do we use the keyboard for?

💡 Study Tips

- Practice using keyboard shortcuts

- Remember the steps for saving your work

- Learn how to work with both text and pictures

- Always save your work before printing