WORKSHEET 3

Answer the following Questions :

1. **Explain the use of Stamp tool command in the Tux Paint.**

2. **Differentiate between Undo and Redo commands of the Tux Paint.**

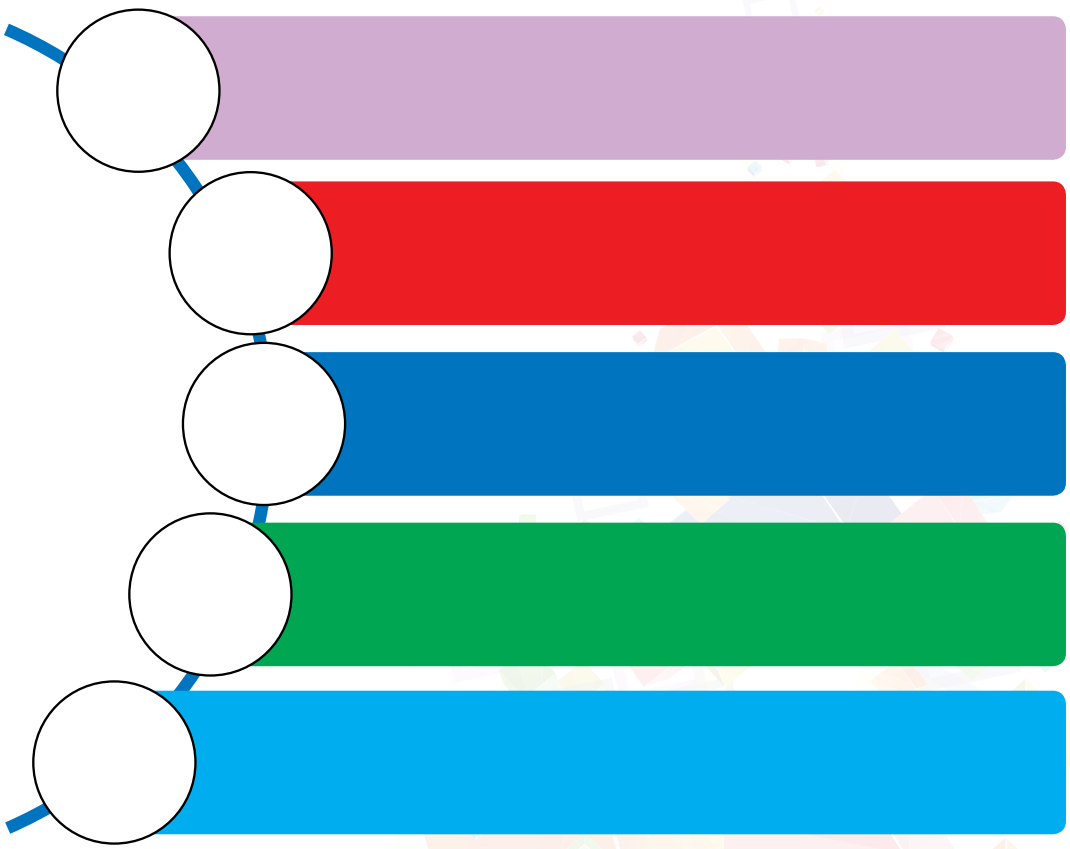
UNDO Command	REDO Command

3. **Explain the three ways to select the text using select command present in editing group of Home Tab in the MS Word.**

4. **Differentiate between Page Break and Break Page command of the MS Word present under pages group of the Insert Tab.**

Page Break	Break Page

5. **Explain the commands present in the illustration group under Insert Tab of MS Word.**



6. **What is the use of Find and Replace command in MS Word? Give the steps to find a word using advanced search and replace it with another word in a document.**

7. State the group name followed by its command name for the following functions present in MS Word:

To find a word

To design a Cover Page

To Cut, Copy and Paste the text

To insert the mathematical equations

To insert Smart Art, Picture and Clip Art

8. State the command name for the following functions present in the Tux Paint:

To change the colour of the picture

To give vertical wavy effect to the picture

To give negative effect to the picture

To add small and large bricks in the picture

To insert flower stalks in the picture