



# Brain International School

Recognised Senior Secondary School, Affiliated to CBSE  
Vikas Puri, New Delhi

## F.I.T Worksheet

July 2024

Name: \_\_\_\_\_ Class : II \_\_\_\_\_ Date : \_\_\_\_\_

### Q.1 Fill in the blanks using the words given below.

**Zoom slider , file , close , duplicate , flip**

1. To exit Word , select \_\_\_\_\_ option from the File tab.
2. \_\_\_\_\_ is used to enlarge and reduce the size of the window quickly.
3. Print option is present under the \_\_\_\_\_ tab.
4. \_\_\_\_\_ command is used to get the mirror image of a drawing.
5. Copy and Paste command give the \_\_\_\_\_ image of a drawing.

### Q.2. Write the shortcut keys for the following:

1. To copy a part of a drawing \_\_\_\_\_
2. To cut a part of the drawing \_\_\_\_\_

### Q.3. State whether the following statements are true or false.

1. Select command is present under View tab.
2. Paint is a program used to draw and colour the pictures.

3. The ribbon contains multiple tabs.

4. In word we can make changes in the document.

**Q.4. Write the use of following commands of Paint.**



---

---



---

---

**Q.5. Look at the given images and write their names.**

