** E- Support and Learning Material / Session 2020-2021**

**PAKISTAN SCHOOL, M/O EDUCATION, KINGDOM OF BAHRAIN**

**Subject: Computer Grade: 3**

 **Book: OXFORD KEYBOARD Book-3 (Third Edition)**

 **FIRST TERM NOTES**

**Chapter 2:- More About Paint (Week 6)**

 **Topic: - Undo and Redo**

**OBJECTIVE**

The student should be able to:

* **Identify** how to Undo and Redo objects
* **Explain** Differentiate between the Undo and Redo commands.

**Q1. Fill in the blanks:-**

1. The Undo command is used to **\_reverse\_\_** the last action performed.
2. The **\_redo\_\_** command is used to reverse the effect of the undo commands.
3. The Keyboard Shortcut key for the Undo option is **\_Ctrl + Z\_.**
4. The Keyboard Shortcut key for the Redo option is **\_Ctrl + Y\_.**
5. **Undo** and **Redo** buttons are available on the **\_ Quick Access\_\_** Toolbar.

**Q2.Write T for the true statement and F for the false one.**

1. You can reverse the last action performed using the **Undo** commands. **\_True\_**
2. The Keyboard Shortcut key for the Undo option is Ctrl + X. **\_False\_\_**
3. Ctrl + Y is the Keyboard Shortcut key for the Redo option. **\_True\_**

**Q3. Answer the Following:-**

1. **If you want to see how your picture may look without the flower you have also drawn, what button will you use?**

Ans:The Undo button will reverse the action I have taken, so I can use it to see how my picture will look without the flower that I have drawn.

1. **Where Undo and Redo buttons are located?**

Ans: Undo and Redo buttons are available on the Quick Access toolbar at the top left corner of the window.

Undo

Redo



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**Chapter 2 (Topic: - Rotate, Resize a Drawing) Week 6**

**OBJECTIVE**

The student should be able to:

* **Identify:** Rotate /Flip Option
* **Describe:** how to flip and rotate a drawing and Resize a drawing.

**Q1 (a) Write T for the true statement and F for the false one.**

1. The **Flip** option is used to rotate a drawing. **\_True\_**
2. The Rotate option is used to change the angle of a drawing. **\_False\_**
3. The Keyboard Shortcut key for the Resize and skew is Ctrl + W. **\_True\_**
4. The Keyboard Shortcut key for the Rotate/Flip option is Ctrl + R. **\_True\_**

**Q1 (b) Fill in the blanks with the correct words:-**

1. You can use the **\_\_Resize\_\_\_** Option to increase or decrease the size of a drawing.
2. You can use the **\_\_Rotate\_\_\_ tool** to change the angle of the whole, or selected part, of the drawing.

**Q2. Name the following:-**

1. Tool used to change a drawing into its mirror image. **\_Flip Option\_\_\_\_\_\_**
2. Option used to increase the size of a drawing. **\_Resize Option\_\_\_\_**
3. Tool used to change the angle of a drawing. **\_Rotate Option\_\_\_\_**
4. Keyboard shortcut to get the Resize and Skew dialog box. **\_CTRL + W\_\_\_\_\_\_\_**

**Q3 (a) Short Questions and answers:-**

1. When you click the **Resize** option in the **Image** group which dialog box opens?

**Ans:** When we click the **Resize** option in the **Image** group the **Resize and Skew** dialog box opens.

1. In which group do we have the option to rotate a drawing?

**Ans:** The Image group has the option to rotate a drawing.

**Q3 (b) Descriptive Type Questions (Pg23) Answer the Following:-**

1. **Compare the uses of the Flip and Rotate tools. Which is easiest to use?**

Ans: The Flip tool is used to create a mirror image of drawing, whereas the rotate tool can change the angle of the selected portion of a picture or the entire image. Both tools are equally simple to use.

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**Activity**

**Search for the following these words related to Paint in the grid below and Circle it:-**

 **IMAGE, CLIPBOARD, DISPLAY, PASTE, SKEW**

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