

Name:

Roll No:

Class: Section:

Date:

WORKSHEET**1****INTRODUCTION TO MS WORD 2010****Chapter-4****A. Tick (✓) the correct option.**

1. The area is used for typing the text.
a. working b. desktop c. document
2. option is used to create a new blank document.
a. Save b. New c. Close
3. shows the name of the program and the document name.
a. Ribbon b. Ruler c. Title bar

B. Fill in the blanks using the words given below.**Hints:** text area, word processing, status bar, new

1. Microsoft Word is a software.
2. shows the information of the document.
3. We can press Enter Key to start a line.
4. We can type text or content in the

C. Match the following.**Column A**

1. File tab
2. Save option
3. Open option
4. Close option

Column B

- a. helps us to save a file
- b. helps us to open a file that we saved
- c. helps us to create a new file
- d. contains options to work with files

W O R K S H E E T