

Name:

Roll No:

Class: Section:

Date:

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

- shows the name of the program and the document name.
a. Ribbon b. Ruler c. Title bar
- To start a new document, select option from the File tab.
a. New b. Open c. Save
- is a word processing software.
a. Calculator b. MS Paint c. MS Word

B. Write 'T' for true and 'F' for false.

- MS Word gives Document 1 as permanent file name.
- The shortcut key to print a document is Ctrl + P.
- Ribbon is made up of words and text.
- MS Word is a word processing software.

C. Fill in the blanks.

- Click on the Print button on Quick Access Toolbar to (print/save) the document.
- Microsoft word is a/an (system/application) software.
- The (horizontal/vertical) ruler appears on the left of the document.
- Ribbon is made up of Tabs and (Groups/Tools) in MS Word.