

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

INTRODUCTION TO MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

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

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

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

C. Fill in the blanks.

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