

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## INTRODUCTION TO WORD 2016

### Chapter-5

#### A. Tick (✓) the correct option.

1. Which area is used for typing in Word 2016?

a. Working ☐      b. Desktop ☐      c. Document ☐

2. Which option is used to create a new blank document in Word?

a. Save ☐      b. New ☐      c. Close ☐

3. To open a saved document, select ..... option from the File tab.

a. Exit ☐      b. Close ☐      c. Open ☐

#### B. Fill in the blanks using the hints given below:

**Hints:** Status bar, Quick Access Toolbar, nine, new

1. Save, Undo and Redo command buttons are present under .....

2. There are total ..... tabs present in the Word.

3. We can press Enter Key to start a ..... line.

4. .... shows the details of the current document.

#### C. Label the various components of Word 2016 Window.

