

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORKING WITH WORD PROCESSOR

Chapter-3

1. Tick (✓) the correct option.

- (a) Which of the following is a kind of software that provides page layout & enables to type text & create documents?
- | | | | |
|-----------------------------|--------------------------|------------------------------|--------------------------|
| (i) Spreadsheet software | <input type="checkbox"/> | (ii) Word processor software | <input type="checkbox"/> |
| (iii) Presentation software | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (b) Which of the following is a feature of a word processor helps in automatic typing of certain words, phrases, symbols, etc.?
- | | | | |
|-------------------|--------------------------|---------------------------|--------------------------|
| (i) Auto Complete | <input type="checkbox"/> | (ii) Mail Merge | <input type="checkbox"/> |
| (iii) Graphics | <input type="checkbox"/> | (iv) Spelling and Grammar | <input type="checkbox"/> |
- (c) Which of the following contains shortcut buttons which provide quick access to frequently used commands like New, Open, Save, Print, etc.?
- | | | | |
|------------------------|--------------------------|-----------------------|--------------------------|
| (i) Formatting Toolbar | <input type="checkbox"/> | (ii) Standard Toolbar | <input type="checkbox"/> |
| (iii) Menu Bar | <input type="checkbox"/> | (iv) Status Bar | <input type="checkbox"/> |
- (d) Making changes in the existing text is known as.....
- | | | | |
|-------------------------|--------------------------|--------------------|--------------------------|
| (i) Formatting | <input type="checkbox"/> | (ii) Editing | <input type="checkbox"/> |
| (iii) Both (i) and (ii) | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (e) Which of the following is a tool used to apply the same type of formatting which is on a particular content to some other content?
- | | | | |
|-------------------------|--------------------------|----------------|--------------------------|
| (i) Page Preview | <input type="checkbox"/> | (ii) Hyperlink | <input type="checkbox"/> |
| (iii) Format Paintbrush | <input type="checkbox"/> | (iv) Gallery | <input type="checkbox"/> |
- (f) In spreadsheet, Which sign is used to start the formula?
- | | | | |
|---------|--------------------------|---------|--------------------------|
| (i) & | <input type="checkbox"/> | (ii) \$ | <input type="checkbox"/> |
| (iii) = | <input type="checkbox"/> | (iv) ^ | <input type="checkbox"/> |

2. Fill in the blanks.

- (a) is the mark of identification or reference of the text which is displayed on every page of a document.
- (b) option is used to check the spelling of the text or of selected text.
- (c) A is a grid of boxes framed by horizontally aligned rows and vertically aligned columns that help to organize data.
- (d) feature in 'Writer' helps a user to keep a record of formatting, text insertions, deletions and comments made by multiple editors.
- (e) The toolbar offers its users, plenty of options to make the document look attractive by use of colours, shapes, text effects, text boxes, graphics etc.