

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## WORKING WITH WORD PROCESSOR

### Chapter-3

#### 1. Write short notes on the following:

- (a) Scroll Bars
- (b) Undo
- (c) Copying Text
- (d) Character Formatting
- (e) Fontwork Gallery

#### 2. Guess, who am I?

- (a) I am an option in Writer that is used to raise the text above the baseline and decreases the font size.
- (b) I am the layout of the text in a paragraph with respect to the page margins.
- (c) I am the space (gap) of text (a line or paragraph) from the edge/margin.
- (d) I am the vertical gap between different lines of text in a paragraph.
- (e) I am the space or the gap between the paragraphs.
- (f) I am the layout of paper in which the document gets printed.
- (g) I am space between the text and the left edge of the page.
- (h) I am the process of combining two or more adjacent cells in the same row or column.
- (i) I am an option that helps to automatically apply formats to the current table, including fonts, shades , borders, etc.
- (j) I am a tool in the Drawing toolbar that is used to select an object with the purpose of moving, resizing, deleting, etc.

#### 3. Application based question:

A computer operator is typing the question paper of mathematics which is given by the concerned teacher in hand written format. While typing he encountered with the expression  $a^3+b^3+ 3ab(a+b)$ . Through which formatting option can he type it in the computer?

#### 4. Answer the following question:

- (a) What is the default setting of margins on top and bottom in a document?
- (b) What is the intersection of a row and a column in a table is called?
- (c) What is Ribbon? Explain it parts.
- (d) List the three ways of creating a blank document in MS word.