

Name:

Roll No:

Class: Section:

Date:

USING WORD 2016

Chapter-5

A. Tick (✓) the correct option.

- Which of these is used to create a new blank document in Word 2016?
 a. Save ☐ b. New ☐ c. Close ☐
- 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, Enter, new

- Save, Undo and Redo command buttons are present under
- There are total tabs present in the Word 2016.
- We can press key to start a new line.
- shows the details of the current document.

3. Label the various components of Word 2016 Window.

