Name: ....   Roll No: ....

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

INTRODUCTION TO WORD 2016   Chapter-5

A. Tick (✓) the correct option.

1. Which of these 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. Which of the following is a Processing software?

   a. Calculator ☐   b. Paint ☐   c. Word 2016 ☐

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

1. Word 2016 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. Word 2016 is a word processing software. ....

C. Fill in the blanks using the correct words.

1. Click on the Print button on Quick Access Toolbar to .... (print / save) the document.

2. Word 2016 is a/an .... (system / application) software.

3. Under (Paragraph / Font)......................... group, alignment options can be found.

4. Under Illustration group, (Shapes / Tables) .... in the text can be added.

Touchpad PRIME (Version 2.0)-III

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....