

Name:

Roll No:

Class: Section:

Date:

INTRODUCTION TO MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

1. Which of these shows the detailed information of the document?
 a. Status Bar ☐ b. Title Bar ☐ c. Scroll Bar ☐
2. Which option is selected from the File tab to open a document?
 a. Save ☐ b. Open ☐ c. New ☐
3. Which of these is the Word processing software?
 a. Calculator ☐ b. MS Paint ☐ c. MS Word ☐

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

1. Redo command is used to cancel the command.
2. The shortcut key to print a document is Ctrl + P.
3. Ribbon is made up of words and text.
4. MS Word is a word processing software.

C. Fill in the blanks using the correct word.

1. Click on the Print button on Quick Access Toolbar to (print/save) the document.
2. Microsoft word is a/an (system/application) software.
3. The (horizontal/vertical) ruler appears on the left of the document.
4. Ribbon is made up of Tabs and (Groups/Tools) in MS Word.