

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORD 2016-AN INTRODUCTION

Chapter-3

A. Tick (✓) the correct option.

- Microsoft Word is an software
a. fun ☐ b. system ☐ c. application ☐
- The extension for MS Word is
a. .docx ☐ b. .pptx ☐ c. .new ☐
- To open a saved file, select Open from the tab.
a. Home ☐ b. Insert ☐ c. File ☐
- The short key to open a document is
a. Ctrl+P ☐ b. Ctrl+O ☐ c. Ctrl+L ☐

B. Fill in the blanks.

- The bar displays the name of the current document and application. (Title/Status)
- We can open Backstage view of a Word document by using the tab. (File/Home)
- The ruler keeps track of the width of the document page. (Horizontal/Vertical)
- used to enlarge and reduce the size of the window quickly and easily. (Scroll Bar/Zoom Slider)

C. Answer in one word.

- Which toolbar contains the list of frequently used options, such as Save, Undo, Redo?
- It indicates where the typed letters will appear.
- Name the key combination used to undo the last action done?
- Which key removes character to the right of the cursor?