

# Worksheet

2

Name: .....

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

Date: .....

## WORD 2016-AN INTRODUCTION

### Chapter-3

#### A. Match the Following.

- |                          |  |
|--------------------------|--|
| 1. Zoom Slider           | a. Where text can be typed, deleted, edited  |
| 2. Vertical Ruler        | b. Used to enlarge and reduce size of window |
| 3. Horizontal Scroll Bar | c. Measures the height of work area          |
| 4. Document Area         | d. Navigate text left to right               |

#### B. Answer the following question.

1. Why do we use Microsoft Word?

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2. What is the Backstage view in Microsoft Word?

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3. How do we select a paragraph?

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4. Write the three commands present on the Quick Access Toolbar.

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