

Worksheet

Name:

Roll No: Class: Section:

Date:

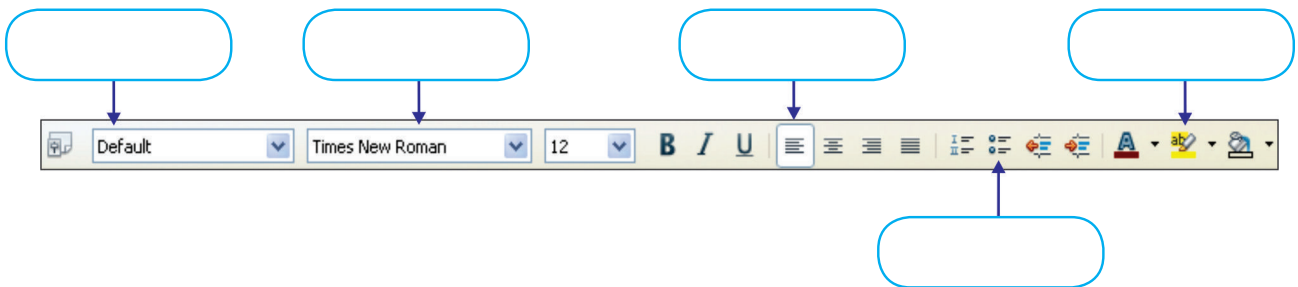
DIGITAL DOCUMENTATION: WORD PROCESSOR

Unit-3 | Chapter-3

1. Write shortcut key to:

- Select a paragraph.
- Display no-printing characters.
- Paste the text.
- Open 'Navigator' window.

2. Name the components of formatting tool bar.



3. Answer the following questions:

- Write the steps to find a word and replace with another word.
- What is the use of 'To preview' option?
- What do you mean by moving text?
- Explain any two components of Writer window.
- Name any two popular word processors.
- What is mail merge?
- What is non-printing character?

4. Write the different options which are used to:

- Change the mis-spelt words automatically
- Retrieve previously made modifications
- Find a word in the document
- Jump to a particular page number