

Worksheet

2

Name:

Roll No: Class: Section:

Date:

DIGITAL DOCUMENTATION: WORD PROCESSOR

Unit-3 | Chapter-3

1. Write shortcut key to:

- put the Writer into 'Adding Selection' mode.
- select a word.
- make rectangular selection.
- open 'Navigator' window.

2. Write short notes on:

- Non Printing Character
- Find & Replace
- Copying Text
- Auto Correct
- Redo

3. Match the following:

- | | |
|---------------------|--|
| 1. Ruler | a. It displays information that includes Page number, Page style, Language and Type of view. |
| 2. Scroll Bars | b. It shows measurements of the page of a document. |
| 3. Standard Toolbar | c. It contains a list of menus. |
| 4. Document Window | d. It contains shortcut buttons which provide quick access to frequently used commands like New, Open, Save, Print, etc. |
| 5. Menu Bar | e. It refers to the active document where text is typed. |
| 6. Status Bar | f. These bars help to view the hidden area of the active document by moving the scroll button Up/Down or Left/Right. |

4. Guess who am I?

- I am a shortcut key to select entire document.
- I am a command used to check the spelling of the text or of selected text.
- I am a box in Spelling dialog box to possible suggestions for the incorrect word.
- I am a key used to delete a character from my right side.
- I am an option used to display the print layout or a miniature view of how a document would look when it actually gets printed on a paper.