

Worksheet

2

Name:

Roll No: Class: Section:

Date:

USING WORD 2016

Chapter-4

A. Write the group where these commands are found.

1. Border

2. Bold

3. Alignment

4. Font Size

B. Fill in the blanks using the hints given below:

Hints: Ribbon, toolbar, vertical, document

1. Quick access is present on the left side of the title bar.

2. The Scroll Bar is used to move up and down in a document.

3. The options such as New, Open and Save are present under the tab.

4. A is made up of tabs and groups.

5. is used to enlarge and reduce the size of window quickly and easily.

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

1. Horizontal ruler appears at the top of the document area.

2. We can hide the ribbon by clicking on the bottom left corner.

3. Status bar shows the detailed information of a document.

4. We can save a file by clicking on the Save button from the Quick Access Toolbar.

5. When we click on Blank Document option, a new document opens.