

Worksheet

Name:
Roll No: Class: Section:
Date:

USING WORD 2016

Chapter-4

A. Tick (✓) the correct option.

- Which of these shows the name of the program and the document name?
a. Ribbon ☐ b. Ruler ☐ c. Title bar ☐
- Which of the keys are used to copy the text?
a. Ctrl + C ☐ b. Ctrl + P ☐ c. Ctrl + Z ☐
- Which of the following is not a part of the Word 2016 window?
a. Tabs ☐ b. Canvas ☐ c. Ribbon ☐
- Which of the following option is selected from the file tab to exit the word processing software?
a. Open ☐ b. Close ☐ c. Save As ☐

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

- Save As option can be found in File tab of Word 2016.
- The shortcut key to print a document is Ctrl + P.
- Ribbon is made up of words and text.
- To open a word document, click on save as option from file tab.
- Word Processor help us to type, edit and format documents.

C. Fill in the blanks using the correct words.

Hints: Groups, print, Vertical, application

- Click on the Print button on Quick Access Toolbar to the document.
- Word 2016 is a/an software.
- The ruler appears on the left of the document.
- Ribbon is made up of Tabs and in Word 2016.