

Worksheet

1

Name:

Roll No: Class: Section:

Date:

TYPING IN WORDPAD

Chapter-6

A. Tick (✓) the correct option.

1. Wordpad is a
 - a. Designing Software ☐
 - b. Text Editing Software ☐
 - c. Multimedia Software ☐
2. The two parts of the Ribbon are
 - a. Tabs & Groups ☐
 - b. Tabs & Text Area ☐
 - c. Cursor & Groups ☐
3. We can zoom in the document using
 - a. Close Button ☐
 - b. Minimize Button ☐
 - c. Zoom Slider ☐

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

1. Each Tab contains commands arranged in different Groups.
2. Times New Roman is a type of Font available in Wordpad.
3. Title Bar shows the position where our text will appear when we start typing.

C. Fill in the blanks.

1. Different handwriting styles in Wordpad are called (Fonts/Graphics)
2. is the large white space where we type text. (Tabs/Text Area)
3. We can make our text look attractive by using various buttons available in group of Home tab of Ribbon. (Edit/Font)
4. is a style of typing in Wordpad. (Italics/Highlight)
5. tells the position where our text will appear when we start typing. (Marker/Cursor)