

Worksheet

2

Name:

Roll No: Class: Section:

Date:

WORD 2010-AN INTRODUCTION

Chapter-3

A. Match the Following.

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|--------------------------|--|
| 1. Zoom Slider | a. Where text can be typed, deleted, edited |
| 2. Vertical Ruler | b. Used to enlarge and reduce size of window |
| 3. Horizontal Scroll Bar | c. Measures the height of work area |
| 4. Document Area | d. Navigate text left to right |

B. Answer the following question.

1. Why do we use Microsoft Word?

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2. What is the Backstage view in Microsoft Word?

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3. How do we select a paragraph?

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4. Write the three commands present on the Quick Access Toolbar.

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