

Worksheet

Name:
Roll No: Class: Section:
Date:

WORD 2016 – AN INTRODUCTION

Chapter-3

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

1. Which area is used for typing the text?
a. Working ☐ b. Desktop ☐ c. Document ☐
2. Which of these is used to create a new blank document?
a. Save ☐ b. New ☐ c. Close ☐
3. Which of these displays the name of the program and the document name?
a. Ribbon ☐ b. Ruler ☐ c. Title bar ☐

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

Hints: text area, word processing, status bar, Enter

1. Microsoft Word is a software.
2. shows the information of the document.
3. We can press key to start a new line.
4. We can type text or content in the

C. Write the shortcut command for each of the following:

1. To save a document
2. To open a saved document
3. To print a document
4. To close MS Word
5. To create a new file