

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

- The area is used for typing the text.
a. working ☐ b. desktop ☐ c. document ☐
- Which of these is used to create a new blank document?
a. Save ☐ b. New ☐ c. Close ☐
- shows the name of the program and the document name.
a. Ribbon ☐ b. Ruler ☐ c. Title bar ☐
- Which of these option is used to print a document?
a. Save ☐ b. Print ☐ c. Exit ☐

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

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

- Microsoft Word is a software.
- shows the information of the document.
- We can press Enter Key to start a line.
- We can type text or content in the

C. Match the following.

- | | |
|----------------|--|
| 1. File tab | a. helps us to save a file |
| 2. Save option | b. helps us to open a file that we saved |
| 3. Open option | c. helps us to create a new file |
| 4. New option | d. contains options to work with files |