

Worksheet

Name:
Roll No: Class: Section:
Date:

INTRODUCTION TO MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

- shows the name of the program and the document name.
a. Ribbon ☐ b. Ruler ☐ c. Title bar ☐
- To start a new document, select option from the File tab.
a. New ☐ b. Open ☐ c. Save ☐
- Which of these is the Word processing software?
a. Calculator ☐ b. MS Paint ☐ c. MS Word ☐
- Which of the following is not a part of MS Word window?
a. Title bar ☐ b. Status bar ☐ c. Shortcut ☐

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

- The shortcut key to print a document is Ctrl + P.
- Ribbon is made up of words and text.
- MS Word is a word processing software.
- Status bar shows the detailed information of the document.

C. Fill in the blanks using the correct word.

- Click on the Print button on Quick Access Toolbar to (print/save) the document.
- Microsoft word is a/an (system/application) software.
- The (horizontal/vertical) ruler appears on the left of the document.
- Ribbon is made up of Tabs and (Groups/Tools) in MS Word.