

# Worksheet

1

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## DIGITAL DOCUMENTATION: WORD PROCESSOR

### Unit-3 | Chapter-3

#### 1. Tick (✓) the correct option.

(a) Which of the following software is used to write and edit text documents?

(i) PowerPoint

☐

(ii) Excel

☐

(iii) Word

☐

(iv) Access

☐

(b) Which of the following is the default extension of Microsoft Word?

(i) .odt

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(ii) .ods

☐

(iii) .docx

☐

(iv) d.rtf

☐

(c) Which of the following displays the name of the active document?

(i) Status Bar

☐

(ii) Title bar

☐

(iii) Quick Access Toolbar

☐

(iv) None of these

☐

(d) Which of the following is correct to select a paragraph?

(i) Click four times anywhere in a paragraph.

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(ii) Double-click anywhere in a paragraph.

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(iii) Triple-click anywhere in a paragraph.

☐

(iv) Click anywhere in a paragraph.

☐

(e) Which of the following commands is used to move the text in a Word document?

(i) Copy, Paste

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(ii) Cut, Paste

☐

(iii) Copy

☐

(iv) None of these

☐

#### 2. Fill in the blanks.

(a) ..... is a facility in 'Word' that enables to automatically check each word as it is type and displays a red wavy line under the mis-spelt words.

(b) The ..... button is used if the user wants to ignore the suggestion for a particular word throughout the document.

(c) To display non-printing characters, press ..... key.

(d) The ..... button is used to replace all text or word with new text in a document.

(e) The ..... option helps to reverse the changes which were applied by 'Undo'.

(f) The ..... option displays the print layout or a miniature view of how a document would look when it actually gets printed on a paper.