

Worksheet

2

Name:

Roll No: Class: Section:

Date:

DIGITAL DOCUMENTATION: WORD PROCESSOR

Unit-3 | Chapter-3

1. Write shortcut key to:

- (a) select entire document.
- (b) select a word.
- (c) select lines.
- (d) Find and Replace.

2. Write short notes on:

- (a) Non Printing Character
- (b) Find & Replace
- (c) Copying Text
- (d) Auto Correct
- (e) Redo

3. Match the following:

- | | |
|--------------------|--|
| 1. Ruler | a. It displays information that includes Page number, Page style, Language and Type of view. |
| 2. Scroll Bars | b. It shows measurements of the page of a document. |
| 3. Office Ribbon | c. It contains a list of commands like New, Open, Save, Save As, Print, Close, Help and Options. |
| 4. Document Window | d. This bar has tabs with groups of related commands displayed on it. |
| 5. File Tab | e. It refers to the active document where text is typed. |
| 6. Status Bar | f. These bars help to view the hidden area of the active document by moving the scroll button Up/Down or Left/Right. |

4. Guess who am I?

- (a) I am a shortcut key to select entire document.
- (b) I am a command used to check the spelling of the text or of selected text.
- (c) I am a box in Spelling dialog box to possible suggestions for the incorrect word.
- (d) I am a key used to delete a character from my right side.
- (e) I am an option used to display the print layout or a miniature view of how a document would look when it actually gets printed on a paper.