

# Worksheet

Name: .....

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

Date: .....

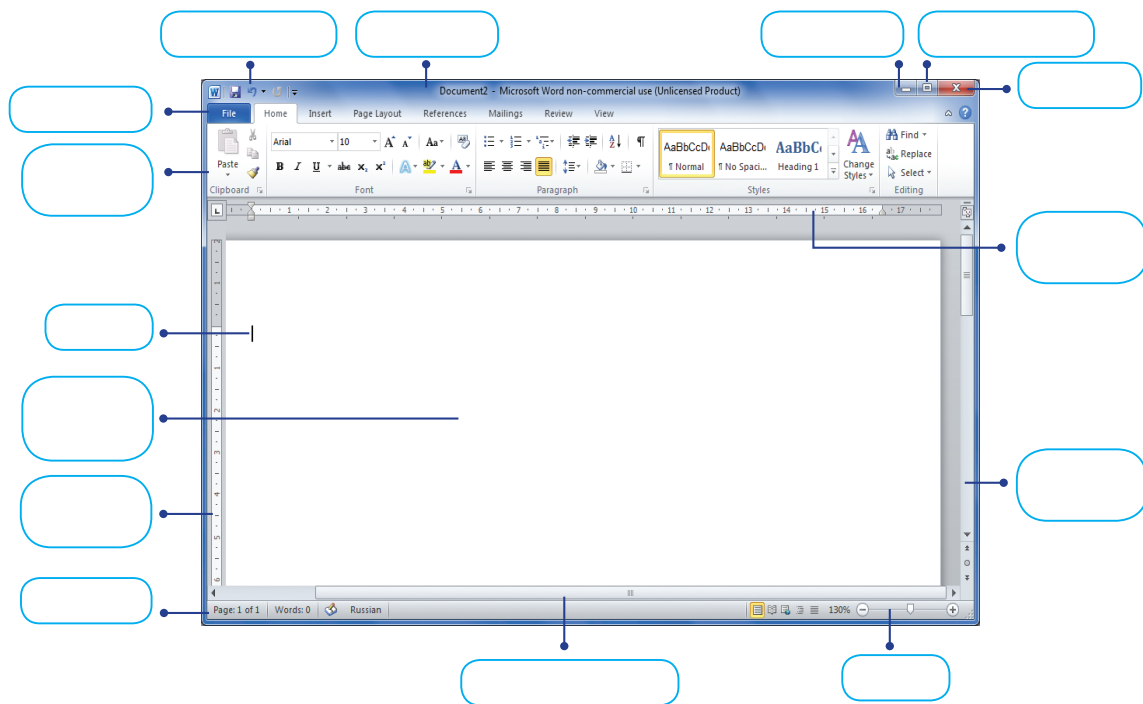
## DIGITAL DOCUMENTATION: WORD PROCESSOR

### Unit-3 | Chapter-3

#### 1. Write shortcut key to:

- Select a paragraph.
- Display no-printing characters.
- Paste the text.
- Open 'Navigator' window.

#### 2. Name the components of Word window.



#### 3. Answer the following questions:

- Write the steps to find a word and replace with another word.
- What is the use of 'Page Preview' option?
- What do you mean by moving text?
- Explain any two components of Word window.
- Name any two popular word processors.
- What is mail merge?
- What is non-printing character?