

Worksheet

Name:
Roll No: Class: Section:
Date:

WORD PROCESSOR—AN INTRODUCTION

Chapter-3

A. Tick (✓) the correct option.

- Shapes can be added to the text in MS Word from tab.
a. Insert ☐ b. Home ☐ c. Review ☐
- To start a new document, select option from the File tab.
a. New ☐ b. Open ☐ c. Save ☐
- Which of the following is a Processing Software?
a. MS Paint ☐ b. MS Word ☐ c. MS Excel ☐

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

- The horizontal ruler appears at the top of the document
.....
- The shortcut key to print a document is Ctrl + P.
.....
- Ribbon is made up of words and text.
.....
- Title Bar shows the detailed information of the document, like
page number, number of pages, lines, words, etc.
.....

C. Fill in the blanks using the correct words given below:

- 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.