

# Worksheet

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Name: .....

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

Date: .....

## WORD PROCESSOR—AN INTRODUCTION

### Chapter-3

#### A. Tick (✓) the correct option.

- Which of these is not a part of Word 2016 window?  
 a. Title bar ☐    b. Ribbon ☐    c. Navigation bar ☐
- Which of these is a word processing software?  
 a. Calculator ☐    b. Paint ☐    c. Word 2016 ☐
- Which of these options we use to create a new file on file tab?  
 a. New ☐    b. Save ☐    c. Print ☐

#### B. Fill in the blanks using the hints given below:

**Hints:** file, toolbar, vertical, document

- Quick access ..... is present on the left side of the title bar.
- The ..... Scroll Bar is used to move up and down in a document.
- The options such as New, Open and save are present under the ..... tab.
- The word application opens a blank document with the temporary name  
..... .

#### C. Write 'T' for true and 'F' for false.

- Horizontal ruler appears at the top of the document area. ....
- We can hide the ribbon by clicking on the bottom left corner. ....
- Status bar shows the detailed information of a Document. ....
- We can save a file by clicking on the Save button from the Quick Access Toolbar. ....