

Worksheet

Name:
Roll No: Class: Section:
Date:

WORD PROCESSOR—AN INTRODUCTION

Chapter-3

A. Tick (✓) the correct option.

1. Shapes can be added to the text in Word from tab.

a. Insert <input type="checkbox"/>	b. Home <input type="checkbox"/>	c. Review <input type="checkbox"/>
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2. To start a new document, select option from the File tab.

a. New <input type="checkbox"/>	b. Open <input type="checkbox"/>	c. Save <input type="checkbox"/>
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3. Which of the following is a Processing Software?

a. Paint <input type="checkbox"/>	b. Word <input type="checkbox"/>	c. Excel <input type="checkbox"/>
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B. Write 'T' for true and 'F' for false.

1. The horizontal ruler appears at the top of the document
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2. The shortcut key to print a document is Ctrl + P.
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3. Ribbon is made up of words and text.
.....
4. 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:

1. Click on the Print button on Quick Access Toolbar to (print / save)
the document.
2. Microsoft word is a/an (system / application) software.
3. The (horizontal / vertical) ruler appears on the left of the document.
4. Ribbon is made up of Tabs and (Groups / Tools) in MS Word.