

# Worksheet

1

Name: .....

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

Date: .....

## WORDPAD

## Chapter-7

### A. Label the steps to pen the WordPad.

- ☐ Click on Accessories.
- ☐ Go to All Programs.
- ☐ Click on the Start button.
- ☐ Click on WordPad.

### B. Number the steps to open a document in WordPad in correct order.

- ☐ The Open dialog box opens. Select the location where you have saved your file.
- ☐ Click on Open option from the drop-down menu.
- ☐ Click on Open button.
- ☐ Open WordPad. Click on WordPad tab.
- ☐ Select the file.

### C. Answer in one word.

1. Which bar displays the name of the file? .....
2. What is the blank area in the WordPad called? .....