

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

- Which area is used for typing the text?
a. Working ☐ b. Desktop ☐ c. Document ☐
- Which of these is used to create a new blank document?
a. Save ☐ b. New ☐ c. Close ☐
- Which of these displays the name of the program and the document name?
a. Ribbon ☐ b. Ruler ☐ c. Title bar ☐

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

Hints: text area, word processing, status bar, Enter

- Microsoft Word is a software.
- shows the information of the document.
- We can press key to start a new line.
- We can type text or content in the

C. Match the following:

- | | |
|--|---|
| 1. To select a word | a.  +  |
| 2. To select a paragraph | b.  +  |
| 3. To select entire document | c. Double-click on the word |
| 4. To select one line up or down three times | d. Click the left button of the mouse |