

Worksheet

2

Name:

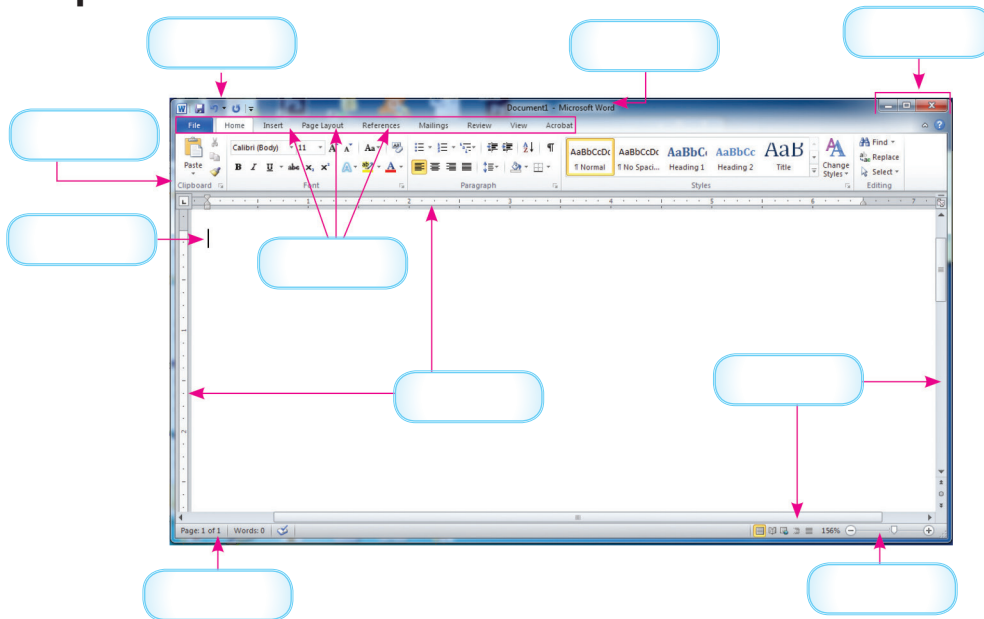
Roll No: Class: Section:

Date:

INTRODUCTION TO MS WORD 2010

Chapter-6

A. Label the parts of MS Word 2010.



B. Write the shortcut command for each of the following:

- To save a document
- To open a saved document
- To print a document
- To close MS Word
- To create a new file

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.