

Worksheet

Name:
Roll No: Class: Section:
Date:

INTRODUCTION TO MS WORD 2010

Chapter-6

A. Tick (✓) the correct option.

1. shows the name of the program and the document name.
a. Ribbon ☐ b. Ruler ☐ c. Title bar ☐
2. Shapes can be added in the text from the tab.
a. Home ☐ b. Insert ☐ c. Review ☐
3. Which of these is a processing software?
a. MS Word ☐ b. MS Excel ☐ c. MS Paint ☐

B. Write 'T' for true and 'F' for false.

1. We can change the font of the text in MS Word from Home tab.
2. The shortcut key to print a document is Ctrl + P.
3. Ribbon is made up of words and text.
4. MS Word is a word processing software.

C. Fill in the blanks using the correct word.

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.