

# Worksheet

2

Name: .....

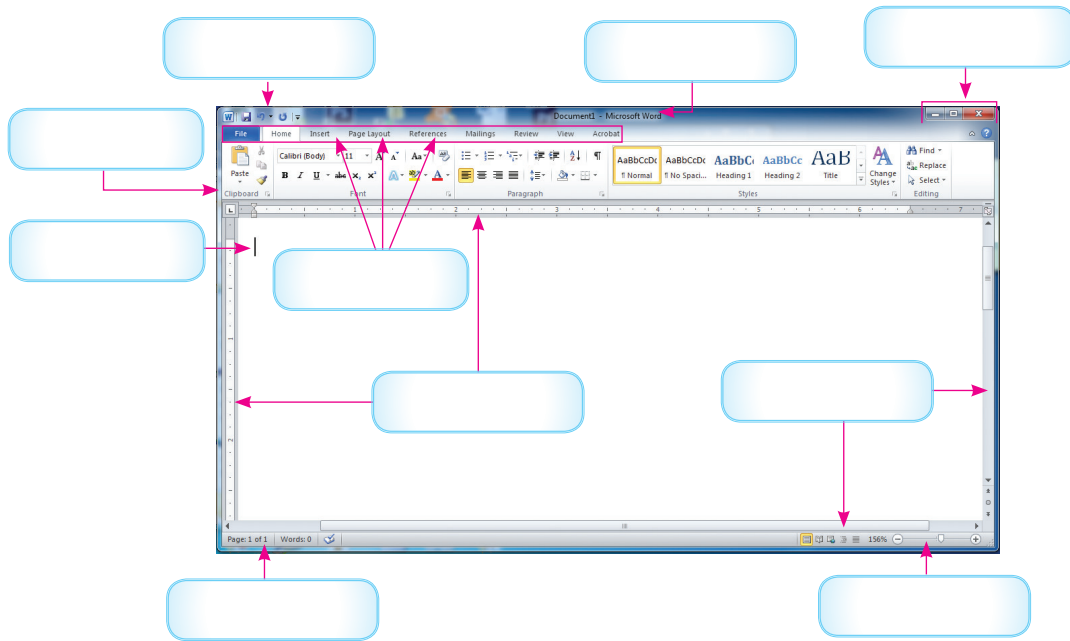
Roll No: ..... Class: ..... Section: .....

Date: .....

## INTRODUCTION TO MS WORD 2010

### Chapter-4

#### A. Label the parts of MS Word 2010.



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

1. To save a document .....
2. To open a saved document .....
3. To print a document .....
4. To close MS Word .....
5. To create a new file .....

#### C. Write 'T' for true and 'F' for false.

1. Horizontal ruler appears at the top of the document area. ....
2. We can hide the ribbon by clicking on the bottom left corner. ....
3. Status bar shows the detailed information of a Document. ....
4. We can save a file by clicking on the Save button from the Quick Access Toolbar. ....

Class -3