

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO WORD 2016

Chapter-5

A. Tick (✓) the correct option.

- Which area is used for typing in Word 2016?
 - Working ☐
 - Desktop ☐
 - Document ☐
- Which option is used to create a new blank document in Word?
 - Save ☐
 - New ☐
 - Close ☐
- To open a saved document, select option from the File tab.
 - Exit ☐
 - Close ☐
 - Open ☐

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

Hints: Status bar, Quick Access Toolbar, nine, new

- Save, Undo and Redo command buttons are present under
- There are total tabs present in the Word.
- We can press Enter Key to start a line.
- shows the details of the current document.

C. Label the various components of Word 2016 Window.

