

Worksheet

Name:
Roll No: Class: Section:
Date:

INTRODUCTION TO WORD 2016

Chapter-5

A. Tick (✓) the correct option.

1. Which of these shows the name of the program and the document name?
a. Ribbon ☐ b. Ruler ☐ c. Title bar ☐
2. To start a new document, select option from the File tab.
a. New ☐ b. Open ☐ c. Save ☐
3. Which of the following is a Processing software?
a. Calculator ☐ b. Paint ☐ c. Word 2016 ☐

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

1. Word 2016 gives Document 1 as permanent file name.
2. The shortcut key to print a document is Ctrl + P.
3. Ribbon is made up of words and text.
4. Word 2016 is a word processing software.

C. Fill in the blanks using the correct words.

1. Click on the Print button on Quick Access Toolbar to (print / save) the document.
2. Word 2016 is a/an (system / application) software.
3. Under (Paragraph / Font)..... group, alignment options can be found.
4. Under Illustration group, (Shapes / Tables) in the text can be added.