

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORD 2021-AN INTRODUCTION

Chapter-3

A. Tick (✓) the correct option.

1. Microsoft Word is an software.

a. fun

☐

b. system

☐

c. application

☐

2. To open a saved file, select Open from the tab.

a. Home

☐

b. Insert

☐

c. File

☐

3. The short cut key to open a document is

a. Ctrl+P

☐

b. Ctrl+O

☐

c. Ctrl+L

☐

B. Fill in the blanks.

1. The bar displays the name of the current document and application. (Title/Status)

2. A vertical blinking line in the document area is called (File/Cursor)

3. The ruler keeps track of the width of the document page. (Horizontal/Vertical)

4. used to enlarge and reduce the size of the window quickly and easily. (Scroll Bar/Zoom Slider)

C. Answer in one word.

1. Which toolbar contains the list of frequently used options, such as Save, Undo, Redo?

2. It indicates where the typed letters will appear.

3. Name the key combination used to print a document.

4. Which is key pressed to start a new line?