

Worksheet

Name:
Roll No: Class: Section:
Date:

TYPING IN WORDPAD

Chapter-5

A. Label the steps to open the WordPad.

- ☐ Click on Accessories
- ☐ Go to All Programs.
- ☐ Click on the Start button.
- ☐ Click on WordPad.

B. Number the steps to open a document in WordPad in correct order.

- ☐ The Open dialog box opens. Select the location where you have saved your file.
- ☐ Click on Open option from the drop-down menu.
- ☐ Open WordPad. Click on WordPad tab.
- ☐ Select the file.

C. Rearrange the letters to correct the correct word.

1. OWRDDAP

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2. KROW AERA

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3. UNEM RAB

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4. ELTIT RAB

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