

Worksheet

Name:
Roll No: Class: Section:
Date:

WORD 2021 – AN INTRODUCTION

Chapter-3

A. Tick (✓) the correct option.

- Which area is used for typing the text?
a. Working ☐ b. Desktop ☐ c. Document ☐
- Which of these is used to create a new blank document?
a. Save ☐ b. New ☐ c. Close ☐
- Which of these displays the name of the program and the document name?
a. Ribbon ☐ b. Ruler ☐ c. Title bar ☐

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

Hints: text area, word processing, status bar, Enter

- Microsoft Word is a software.
- shows the information of the document.
- We can press key to start a new line.
- We can type text or content in the

C. Write the shortcut command for each of the following:

- To save a document
- To open a saved document
- To print a document
- To close MS Word
- To create a new file