

Worksheet

2

Name:

Roll No: Class: Section:

Date:

WORD PROCESSOR—AN INTRODUCTION

Chapter-3

A. Tick (✓) the correct option.

1. Which of these is not a part of Word 2019 window?

a. Title bar

☐

b. Ribbon

☐

c. Navigation bar

☐

2. Which of these is a word processing software?

a. Calculator

☐

b. Paint

☐

c. Word 2019

☐

3. Which of these options we use to create a new file on file tab?

a. New

☐

b. Save

☐

c. Print

☐

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

Hints: file, toolbar, vertical, document 1

1. Quick access is present on the left side of the title bar.

2. The Scroll Bar is used to move up and down in a document.

3. The options such as New, Open and Save are present under the tab.

4. The word application opens a blank document with the temporary name
..... .

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

1. Horizontal ruler appears at the top of the document area.

2. We can hide the ribbon by clicking on the bottom left corner.

3. Status bar shows the detailed information of a Document.

4. We can save a file by clicking on the Save button from the Quick Access Toolbar.