

Worksheet

Name:
Roll No: Class: Section:
Date:

WORD PROCESSOR—AN INTRODUCTION

Chapter-3

A. Tick (✓) the correct option.

- is used to enlarge and reduce the size of the window quickly and easily.

a. Status Bar	<input type="checkbox"/>	b. Zoom Slider	<input type="checkbox"/>	c. Rulers	<input type="checkbox"/>
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- To start a new document, select option from the File tab.

a. New	<input type="checkbox"/>	b. Open	<input type="checkbox"/>	c. Save	<input type="checkbox"/>
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- Which of the following is a Processing Software?

a. Paint	<input type="checkbox"/>	b. Word	<input type="checkbox"/>	c. Excel	<input type="checkbox"/>
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B. Write 'T' for true and 'F' for false.

- The horizontal ruler appears at the top of the document
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- The shortcut key to print a document is Ctrl + P.
.....
- Ribbon is made up of words and text.
.....
- Title Bar shows the detailed information of the document, like page number, number of pages, lines, words, etc.
.....

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

- Click on the Print button on Quick Access Toolbar to (print / save) the document.
- Microsoft word is a/an (system / application) software.
- The (horizontal / vertical) ruler appears on the left of the document.
- Ribbon is made up of Tabs and (Groups / Tools) in MS Word.