

Worksheet

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which of these shows the name of the program and the document name?

a. Ribbon

☐

b. Ruler

☐

c. Title bar

☐

d. Scroll bar

☐

2. To start a new document, select option from the File tab.

a. New

☐

b. Open

☐

c. Save

☐

d. Exit

☐

3. Which of these is the Word processing software?

a. Calculator

☐

b. MS Paint

☐

c. MS Word

☐

d. Calculator

☐

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

1. MS Word gives Document 1 as permanent file name.

2. The shortcut key to print a document is Ctrl + P.

3. Ribbon is made up of words and text.

4. MS Word is a word processing software.

C. Fill in the blanks using the correct word.

1. Click on the Print button on Quick Access Toolbar to (print/save) the document.

2. Microsoft word is a/an (system/application) software.

3. The (horizontal/vertical) ruler appears on the left of the document.

4. Ribbon is made up of Tabs and (Groups/Tools) in MS Word.