

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which area is used for typing the text?

a. Working

☐

b. Desktop

☐

c. Document

☐

d. None of these

☐

2. Which of these is used to create a new blank document?

a. Save

☐

b. New

☐

c. Close

☐

d. None of these

☐

3. Which of these displays the name of the program and the document name?

a. Ribbon

☐

b. Ruler

☐

c. Title bar

☐

d. Editing

☐

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

Hints: Text area, Word processing, Status bar, Enter

1. Microsoft Word is a software.

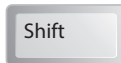
2. shows the information of the document.

3. We can press key to start a new line.

4. We can type text or content in the

C. Match the following:

1. To select a word

a.  + 

2. To select a paragraph

b.  + 

3. To select entire document

c. Double-click on the word

4. To select one line up or down three times

d. Click the left button of the mouse