

Worksheet

2

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO WORD 2016

Chapter-3

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

1. To save a document
2. To open a saved document
3. To print a document
4. To close MS Word
5. To create a new file

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. Thesaurus is used to find a synonym for a word in your document.
3. Status bar is located at the bottom of MS Word window.
4. We can save a file by clicking on the Save button from the Quick Access Toolbar.