

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO WORD 2019

Chapter-5

A. Tick (✓) the correct option.

1. Which of the following option displays the name of the file?

a. Title bar

☐

b. Close button

☐

c. Ribbon

☐

2. Which of the following option is used to save your work for future use?

a. Document area

☐

b. Close button

☐

c. Save

☐

3. Which of the following option is the white area where we type?

a. Ribbon

☐

b. Document area

☐

c. Title bar

☐

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

Hints: Title bar, Ribbon, Blank, Cursor

1. contains tabs and group.

2. When you start Word, you get a new page.

3. The keeps blinking to tell the position of the typed text.

4. The changed name will appear on the

C. Match the following.

1.



a. Close button

2.



b. This PC

3.



c. Save button