

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING IN WORD 2019

Chapter-4

A. Tick (✓) the correct option.

1. Which of these is used to create a new blank document in Word 2019?

a. Save

☐

b. New

☐

c. Close

☐

2. To open a saved document, select option from the File tab.

a. Exit

☐

b. Close

☐

c. Open

☐

3. Which option is used to enlarge and reduce the size of window?

a. Status bar

☐

b. Ribbon

☐

c. Zoom slider

☐

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

Hints: Status bar, Quick Access Toolbar, Enter, new

1. Save, Undo and Redo command buttons are present under

2. There are total tabs present in the Word 2016.

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

4. shows the details of the current document.

C. Guess who am I?

1. I am used to cancel the command.

.....

2. I am used to move left and right in the document.

.....

3. I am used to reverse the action of Undo command.

.....

4. I am the key to delete the text.

.....