

Worksheet

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which of the following is a processing software?

a. Word

☐

b. Excel

☐

c. Paint

☐

d. Windows

☐

2. Which command in Word 2016 is used to remove the text from its original location?

a. Remove

☐

b. Cut

☐

c. Move

☐

d. Copy

☐

3. Shapes can be inserted in the text from the tab.

a. Review

☐

b. Home

☐

c. Insert

☐

d. File

☐

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

1. The horizontal ruler appears at the top of the document

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

.....

3. Ribbon is made up of words and text.

.....

4. Title Bar shows the detailed information of the document, like page number, number of pages, lines, words, etc.

.....

C. Fill in the blanks using the hints:

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

2. 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 Word.