

Worksheet

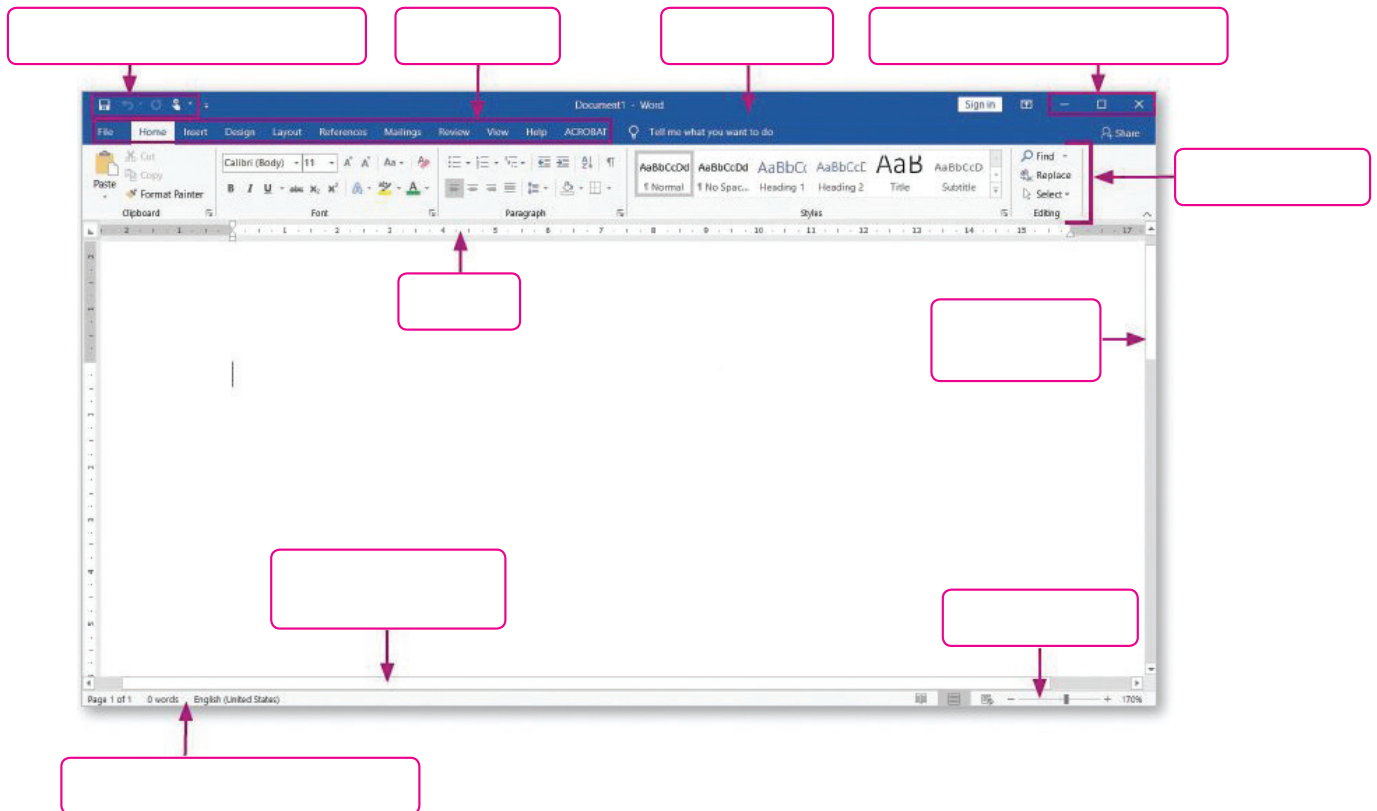
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Name:
 Roll No: Class: Section:
 Date:

INTRODUCTION TO WORD 2016

Chapter-3

A. Label the components of Word 2016 Window.



B. Answer the following questions:

1. Name any three components of the Word 2016 window.

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2. Write one difference between inserting text and deleting text.

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3. Write steps to exit from Word 2016.

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