

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## WORD PROCESSOR—AN INTRODUCTION

### Chapter-3

#### A. Tick (✓) the correct option.

- ..... is used to enlarge and reduce the size of the window quickly and easily.
 

a. Status Bar	<input type="checkbox"/>	b. Zoom Slider	<input type="checkbox"/>
c. Rulers	<input type="checkbox"/>	d. Ribbon	<input type="checkbox"/>
- To start a new document, select ..... option from the File tab.
 

a. New	<input type="checkbox"/>	b. Open	<input type="checkbox"/>
c. Save	<input type="checkbox"/>	d. Close	<input type="checkbox"/>
- Which of the following is a Processing Software?
 

a. Paint	<input type="checkbox"/>	b. Word	<input type="checkbox"/>
c. Excel	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

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

- The horizontal ruler appears at the top of the document. ....
- The shortcut key to print a document is Ctrl + P. ....
- Ribbon is made up of words and text. ....
- 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 given below:

- Click on the Print button on Quick Access Toolbar to ..... (print / save) the document.
- Word is a/an ..... (system / application) software.
- The ..... (horizontal / vertical) ruler appears on the left of the document.
- Ribbon is made up of Tabs and ..... (Groups / Tools) in Word.