

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## INTRODUCTION TO WORD 2019

### 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

