

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING IN WORD 2019

A. Tick (✓) the correct option.

- Which of these is used to create a new blank document in Word 2019?
 a. Save ☐ b. New ☐ c. Close ☐
- To open a saved document, select option from the File tab.
 a. Exit ☐ b. Close ☐ c. Open ☐
- 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, application, Ctrl+O

- Save, Undo and Redo command buttons are present under
- is the shortcut key to open a document.
- A word processor is an software.
- shows the details of the current document.

C. Guess! Who am I?

- I am used to cancel the command.
- I am used to move left and right in the document.
- I am used to reverse the action of Undo command.
- I am the key to delete the text.