

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

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

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

## USING WORD 2016

### A. Tick (✓) the correct option.

1. Which of these is used to create a new blank document in Word 2016?

a. Save

b. New

c. Close

2. To open a saved document, select ..... option from the File tab.

a. Exit

b. Close

c. Open

### B. Fill in the blanks using the hints given below:

**Hints:** Status bar, Quick Access Toolbar, Enter, new

1. Save, Undo and Redo command buttons are present under .....

2. There are total ..... tabs present in the Word 2016.

3. We can press ..... key to start a new line.

4. .... shows the details of the current document.

### C. Label the various components of Word 2016 Window.

