

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

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

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

## USING WORD 2016

### A. Write the group where these commands are found.

- 1. Border
- 2. Bold
- 3. Alignment
- 4. Font Size

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

**Hints:** Ribbon, toolbar, vertical, document

- 1. Quick access ..... is present on the left side of the title bar.
- 2. The ..... Scroll Bar is used to move up and down in a document.
- 3. The options such as New, Open and Save are present under the ..... tab.
- 4. A ..... is made up of tabs and groups.
- 5. .... is used to enlarge and reduce the size of window quickly and easily.

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

- 1. Horizontal ruler appears at the top of the document area. ....
- 2. We can hide the ribbon by clicking on the bottom left corner. ....
- 3. Status bar shows the detailed information of a document. ....
- 4. We can save a file by clicking on the Save button from the Quick Access Toolbar. ....
- 5. When we click on Blank Document option, a new document opens. ....