



Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO WORD 2019

Chapter-3

CLASS 4

A. Tick (✓) the correct option.

1. Which area is used for typing the text?
a. Working b. Desktop
c. Document d. None of these

2. Which of these is used to create a new blank document?
a. Save b. New
c. Close d. None of these

3. Which of these displays the name of the program and the document name?
a. Ribbon b. Ruler
c. Title bar d. Editing

B. Fill in the blanks using the hints given below:**Hints:** Text area, Word processing, Status bar, Enter

1. Microsoft Word is a software.
2. shows the information of the document.
3. We can press key to start a new line.
4. We can type text or content in the

C. Match the following:

1. To select a word	a.  + 
2. To select a paragraph	b.  + 
3. To select entire document	c. Double-click on the word
4. To select one line up or down three times	d. Click the left button of the mouse