

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

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

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

## INTRODUCTION TO WORD 2016

Chapter-5

CLASS 3

### A. Tick (✓) the correct option.

- Which area is used for typing in Word 2016?
 

a. Working <input type="checkbox"/>	b. Desktop <input type="checkbox"/>	c. Document <input type="checkbox"/>
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- Which option is used to create a new blank document in Word?
 

a. Save <input type="checkbox"/>	b. New <input type="checkbox"/>	c. Close <input type="checkbox"/>
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- To open a saved document, select ..... option from the File tab.
 

a. Exit <input type="checkbox"/>	b. Close <input type="checkbox"/>	c. Open <input type="checkbox"/>
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### B. Fill in the blanks using the hints given below:

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

- Save, Undo and Redo command buttons are present under .....
- There are total ..... tabs present in the Word.
- We can press Enter Key to start a ..... line.
- ..... shows the details of the current document.

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

