

Name: \_\_\_\_\_  
Roll No: \_\_\_\_\_  
Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

**INTRODUCTION TO WORD 2016**

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

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

**B. 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. ....

**C. Answer the following questions:**

- 1. What is alignment?  
.....
- 2. What is font?  
.....