

Worksheet

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Name:

Roll No: Class: Section:

Date:

USING WORD 2016

Chapter-6

A. Tick (✓) the correct option.

- Which of these is not a part of Word 2016 window?
a. Title bar ☐ b. Ribbon ☐ c. Navigation bar ☐
- Which of these is a word processing software?
a. Calculator ☐ b. Paint ☐ c. Word 2016 ☐
- Which of these options we use to create a new file on file tab?
a. New ☐ b. Save ☐ c. Print ☐

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

Hints: file, toolbar, vertical, document 1

- Quick access is present on the left side of the title bar.
- The Scroll Bar is used to move up and down in a document.
- The options such as New, Open and save are present under the tab.
- The word application opens a blank document with the temporary name

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

- Horizontal ruler appears at the top of the document area.
- We can hide the ribbon by clicking on the bottom left corner.
- Status bar shows the detailed information of a Document.
- We can save a file by clicking on the Save button from the Quick Access Toolbar.
- The Titlebar is located below the Quick Access Toolbar.