

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## EDITING IN WORD 2019

### Chapter-4

#### A. Tick (✓) the correct option.

- Which of these shows the name of the program and the document name?  
a. Ribbon ☐ b. Ruler ☐ c. Title bar ☐
- Which of the keys are used to copy the text?  
a. Ctrl + C ☐ b. Ctrl + P ☐ c. Ctrl + Z ☐
- Which of the following is not a part of the Word 2019 window?  
a. Tabs ☐ b. Canvas ☐ c. Ribbon ☐
- Which of the following option is selected from the file tab to exit the word processing software?  
a. Open ☐ b. Close ☐ c. Save As ☐

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

- Save As option can be found in File tab of Word 2019. ....
- The shortcut key to print a document is Ctrl + P. ....
- Ribbon is made up of words and text. ....
- To open a word document, click on save as option from file tab. ....
- Word Processor help us to type, edit and format documents. ....

#### C. Fill in the blanks using the hints given below.

**Hints:** groups, print, vertical, application

- Click on the Print button on Quick Access Toolbar to ..... the document.
- Word 2019 is a/an ..... software.
- The ..... ruler appears on the left of the document.
- Ribbon is made up of Tabs and ..... in Word 2019.