

Introduction to MS word

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a) Short question and answers:-

i) What is word processing software, give Example:

Ans:- A word processing software helps us in creating documents, writing letters, essays, articles reports and projects etc.
eg:- MS word.

ii) What is document?

Ans:- Any text that we type in MS word is called a document.

iii) What is status bar?

Ans:- Status bar displays the information such as the page numbers and word count.

iv) What is title bar?

Ans:- The title bar displays the name that we have given to the document

and name of the program.

B) Matching:-

1) Digital camera a) is used to capture and store photographs.
2) Scanner b) used to scan an image directly into computer.
3) Joystick c) Used to play games.

4) Speakers d) Produces audible output

5) Hardcopy e) Printed document.

6) Start button f) bottom left of the screen.

7) Scroll bar g) to move up, down, right and left on a page.

8) Window h) Rectangular area on the screen.

9) Icons i) Small pictures on the desktop.

10) Gadgets j) Small programs set on the desktop.

11) CTRL + Z k) Undo process

12) CTRL + END l) End of the document.

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P.T.O.

c) Fill up the blanks:-

i) The cursor shows the place where we type letters.

ii) By default, MS word document gets .docx as extension.

d) Choose the correct answer:-

i) This is a word processing program:-
a) Ms paint b) Wordpad c) ~~MS~~ ^{Windows}

ii) The Ribbon has _____ tabs.
a) 10 ~~b) 7~~ c) 5

e) True/False

i) For undo process have to press Ctrl+U
(False)

ii) To go to top of the document have press CTRL+HOME (True)

f) Rearrange:-

DOCUMENT, COMMAND, WORDWRAP, PROCESSING, RIBBON, ~~PA~~ TITLE BAR.

g) Full forms:-

RAM:- Random Access Memory

ROM:- Read Only Memory.

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Homework

Page no - (48) Say Yes or NO.

Answers:- 1) Yes 2) Yes 3) NO.

4) NO, 5) Yes.

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