

Chapter - 5

MS Word 2016

New- words.

1. MS word
2. Microsoft
3. Software
4. Notebook
5. Type
6. Text
7. Document.
8. Developed
9. Application.
10. Temporary.
11. Windows
12. Quick Access
13. Toolbar
14. Title bar
15. Ribbon display option
16. Command
17. Work area
18. Rulers
19. Horizontal
20. Vertical
21. File menu
22. Zoom slider
23. Start Automatically
24. Shifted.
25. Word wrap
26. Scroll bar
27. Create.
28. Paragraph
29. Formatting
30. Highlighted.

A) tick (✓) the correct option.

1. The Word processor MS word was developed by

Q. Ans: Microsoft

2. How many scroll bars are there in MS word?

Ans: 2.

3. Which of these is the shortcut key to save a document?

Ans: Ctrl + S

4. While closing the document a pop-up message is asked by MS word about file.

Ans: Closing.

B.) Complete the sentences using the words

1. MS word is a word processing application.
2. The word application opens a blank document with the temporary documents.
3. The ribbon consists of tabs, group Group and Commands.
4. Cursor is a small blinking line from where the text begins.
5. You can see the preview of the document using the print.

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

1. The first step to open MS word all apps.

2. The file tab is placed above the Quick Access toolbar.
3. Scroll bar is used to scroll the page.
4. Caps lock key is used to type text in capital letters.
5. The shortcut key to close the word document is $Ctrl + W$.

Q. Answer the following question.

Q1. What is the purpose of MS word?

Ans: MS word used to make professional quality documents, reports etc

Q2. In what way is MS word similar to a notebook?

Ans: Notebook to write word and sentences similarly in a computer we use MS word.

Signature.....

Q3. Write any two features of a word processor.

Ans: Cut and paste and copy text.

Q4. Why do you need to save your work?

Ans: To use the document in future it is very important to save it.

Q5. What is the difference between save and save as.

Ans:- Save	Save as
1. Click on the save button. The document will be saved.	Select the brows option. A save as dialog box opens.

Signature.....

Memory Zone.

Who am I ?

1. I can save the newly created file

Save as. AVSE SA

2. I can display the preview of the document. Print RINPT

3. I can open the existing document.

Open ONE P