

Std. III. Computer

L.6.Introduction to Microsoft word

1.Answer these questions. (Do it in copy)

Q1. Define a word processor.

Ans .Word processor is an application software that let us create, edit and save documents on a computer.

Q2. What is Microsoft Word?

Ans. Microsoft Word is a popular word processor that helps us to create documents and store them on a computer.

Q3. Explain the following terms.

- I. Title bar :- It appears at the top of the window and displays the name of the currently working document.**
- II. Ribbon :- It appears below the title bar and contains many tabs, which are Home, Insert, page layout, Reference, Mailings, Review, and View.**
- III. Quick Access Toolbar:- It is present on the left side of the title bar and contains command buttons such as save, undo and Redo.**
- IV. File tab:- It is present below the Quick Access toolbar and contains options such as creating, opening, saving, and printing.**

Q4. What does the status bar display in a word document?

Ans. The status bar displays information about the document, such as the current page number, total number of pages, the number of words in a Word document.

Q5. What is the use of Backspace and Delete key.

Ans. Backspace key:- It is used to erase anything typed on the left side of the cursor.

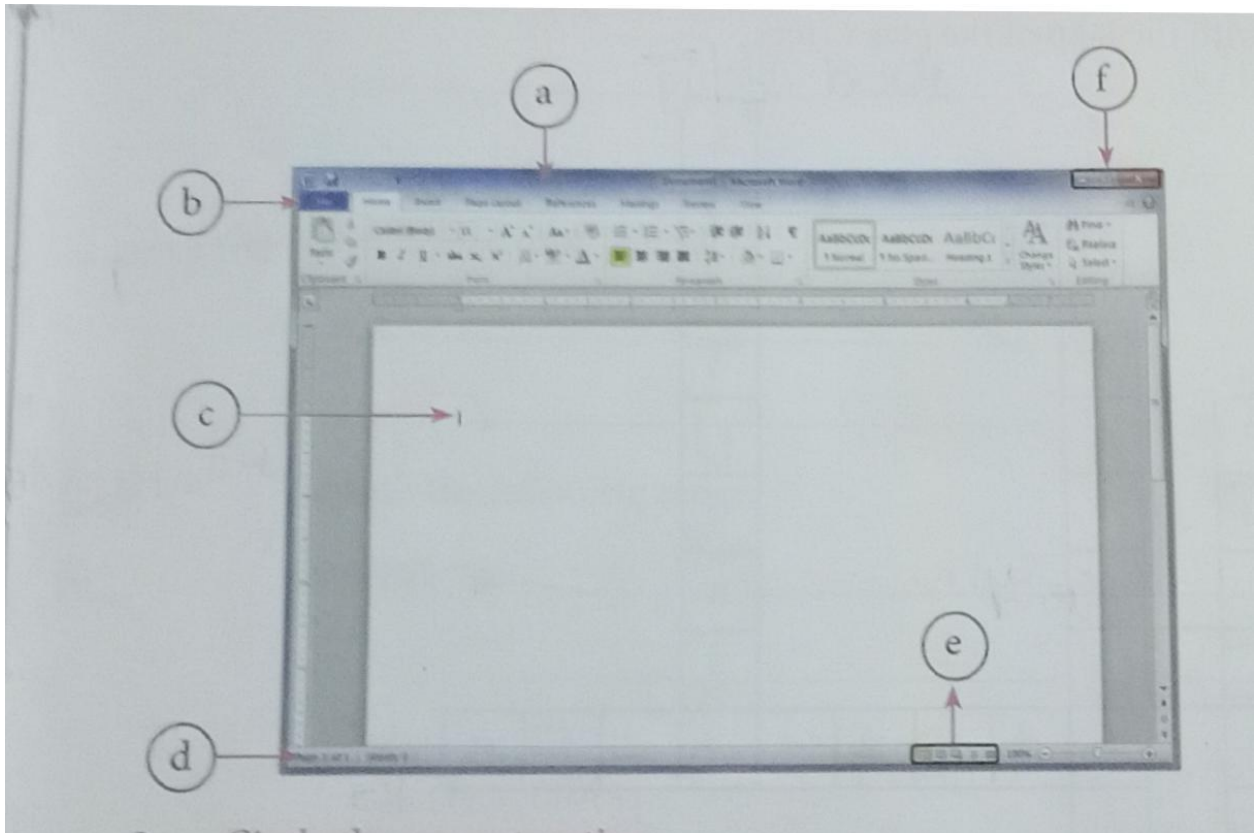
Delete key:- It is used to erase anything typed on the right side of the cursor.

Q6. Write the steps for printing your document in Ms Word.

Ans. Steps for printing document in Ms Word are:-

- I. Click the File tab.
- II. Click the print.
- III. Enter the number of copies in copies box.
- IV. Select the desired printer in the printer section.
- V. Click the first drop down list box in the setting box.
- VI. Click the Print button.

2. Write the names of the parts of MS Word Window beside the letter. (Do it in book)



a. Title bar

b. File tab

c. Cursor

d. Status bar

e. View buttons

f. Window control buttons

3. choose the correct answer. (**Do it in book**)

a. Which of the following shows the name of the document on which you are currently working.?

I. Quick access toolbar II. Title bar III. Status bar

Ans. (II)

b. . Which of the following shows the width and height of the page?

I. Rulers II. Status bar III. Scroll bars

Ans. (I)

c. Which of the following displays the information about the document?

I. File tab II Title bar III Status bar

Ans. (III)

d. Which of the following keys is used for deleting the character which is to the right of the cursor?

I. Backspace key II. Delete key III. Either of these

Ans. (I)

e. Which of the following view buttons is displayed on the status bar of MS Word 2010 window.

I. Outline II. Print Layout III. Both (I) and (II)

Ans. (III)

3. Fill in the blanks with the correct option. (Do it in copy)

a. Microsoft Word is a word processor.

b. The File tab appears just below the Quick Access Toolbar.

c. The scroll bars help you navigate through the document.

d. A blinking vertical bar called the cursor tells the position where the text will appear when you type.

e. You can hide the Ribbon by clicking the minimize the ribbon button.

4. Put a tick(✓) for the correct statements and a cross (X) for the wrong ones.(**Do it in book**)

a. In MS Word, you can enter text only. (X)

b. An MS Word document has '.exe' extension. (X)

c. Quick access toolbar contains buttons for the commands that we use often.(✓)

d. Each tab on the Ribbon is divided into groups.(✓)

e. You can use the Enter key to create a new paragraph. (✓)