

Exercises

Q1 Tick the correct answer.

A specialized software designed to create, edit, format and print text documents is called

(c) Word processor

2. In the MS Word screen, the single area where all the commands are stored is known as

(b) Ribbon

3. The frequently used commands in MS Word screen are found in

(a) Quick Access toolbar

4. Each tab on the ribbon has its related commands organized into

(d) Groups

5. We use the following commands to move the text

(a) Cut and paste

6. The shortcut keys for Undo are

(c) Ctrl+Z

7. To correct a mis-spelt word, _____ on it.

(a) Right click

Q2 Write (T) for True and (F) for False-

1. MS Word is a part of the Lotus Suite software. False

2. A Ribbon is a central place to carry all commands. True

3. When you press the Enter key while typing, a new paragraph will start. True

4. To copy text, you use the Cut and Paste option. False

5. The Spell Check feature can help you check and correct the spelling mistakes in your document. True

6. To save your document, select the Save option from the Office button. True

Q3 Fill in the blanks

1. A Word Processor is a specialized software program designed for creating, editing, formatting, and printing text documents.

2. MS Word is the word processing software from the Microsoft Company.

3. The term Editing includes the deleting, copying, moving and replacing of text.

4. To copy text, use the copy and Paste options.

5. The equivalent key combination for the Undo command is Ctrl + Z.

Q4. Answer in one word /sentence.

1. Name the various components of Microsoft Office Word 2016 screen.

Ans Title bar, Ribbon office Button, Quick Access Tool bar.

2. What commands do you find under the Office button?

Ans Open, Save, Print the document.

3. What is the advantage of the Quick Access Tool bar?

Ans The frequently used commands in MS Word are found in it.

4. Which feature of MS Word is used for checking spellings and grammar?

Ans. Spell check feature

5. How do you select multiple strings of text?

Ans. By keeping the Ctrl key pressed while selecting the strings.

Q5 Give short Answers

1. What is a word processor?

Ans. A Word Processor is a specialized software program designed to create, store, edit , format and print text documents .

2. How are commands in a Ribbon organized?

Ans. The Related command buttons are organised into groups, under each tab of ribbon.

3. What is a paragraph?

Ans. A Paragraph is a section of the text typed continuously without pressing the Enter key.

4. What does moving the text mean? Which options are used for this?

Ans. It means to move a selected text from its original location to some other location. Cut and paste option are used for this .

5. What is meant by copying the text? Which options are used for this?

Ans. Copying a text means to copy it from its original location to some other location .copy and paste option are used.

6. What is the use of the Spell Check feature?

Ans. By using the spell check feature, we can correct all the spelling and grammatical mistakes that may have occurred.