

Exercises

A. Tick (✓) the correct option.

1. To type means to write by pressing.
 - a. The keys of the keyboard (✓)
 - b. the mouse
 - c. the monitor
2. To open MS word 2007 first click on.
 - a. Accessories
 - b. Start button (✓)
 - c. All program
3. The blue bar at the top of the MS word window is:
 - a. Title bar (✓)
 - b. Scroll bar
 - c. Status bar
4. Save option is present in.
 - a. Home button
 - b. Office button (✓)
 - c. View button
5. The area in the document window where you can type the text:
 - a. Ribbon
 - b. Work area (✓)
 - c. Home

B. Fill in the blanks with the correct words.

1. Cursor is the blinking line on the work Area.
2. To enter text in MS word text box is used.
3. The ribbon displays tabs such as home, insert and page Layout.
4. The horizontal scrollbar is used to shift the word area display left to right.

5. MS word was formerly known as multi tool word.
6. The Exit word option in the office drop- down list is used to exit from MS word 2007.

C. Complete the steps:

1. To open MS word 2007 select: start= All program= MS office MS word 2007
2. To save a file click on: office button=save

D. Think and answer

1. What is a cursor?

Ans. Cursor is the small blinking line on work area.

2. What is the work area?

Ans. Work area is the area where we type the text.

3. What is the use of office Button?

Ans. It contains list of option like save as, save, print etc.

4. What is the role of the status Bar in MS word 2007?

Ans. It displays information about the Cursor position.

5. How do you close a file in MS word 2007?

Ans. Click on the close button, given on the title bar, then click OK button.

