

Exercises

(A) Tick (✓) the correct answer

1. Microsoft Office Word can be used to

Ans. (a) Type text

2. Which tab and group is used to insert a picture ?

Ans. (b) Insert tab and Illustration group

3. Which tab will you click to edit the Font properties of text ?

Ans. (a) Home

4. Which is the shortcut key to change selected text to Italics ?

Ans. (b) Ctrl+I

5. Which is the shortcut key to make text bold?

Ans. (c) Ctrl+B

6. Which is the shortcut key to underline text ?

Ans. (c) Ctrl+U

(B) Fill in the blanks.

1. Microsoft office word is the most popular typing program used all over the world.

2. Each tab stores the relevant command buttons.

3. You click on command buttons to work on the document.

4. To work on particular words or sentences, you need to first select them.

5. The bigger the font size, the larger will be the text.

6. Click on the Font color arrowhead button to change the colour of the text.

7. To insert the picture, click on the insert tab, then click on the picture button under the Illustration group.

8. Word art is text with special effects applied to it.

(C) Write (T) for True and (F) for False.

- 1) File button has the commonly used commands to open , save and print the document . True
- 2) Ribbon gives you all the options to work in , from different areas . False
- 3) If you keep on typing , the text will wrap itself when you reach the end of the line.
This property is called word Wrap. True
- 4) Bold words are thinner compared to other words. False
- 5) Italics are slanting to the left side. False
- 6) The Word Art option is found under the Insert tab in the Illustration group. False
- 7) To change the Font colour first click on the Insert tab. False.

(D) Answer in one word/sentence.

1. What can a student do on a computer using the Microsoft Word?

Ans A student has to type essays, stories and information on various topics.

2. What is the significance of Ribbon ?

Ans. It gives you all the options to work with, from a single area.

3. Write down the tab , group and command option used to insert a picture in your document.

Ans. Insert tab, Illustrations group and Picture command.

4. What is Word Art ?

Ans. Word Art is text with special affects applied to it.

5. Under which tab and group do you find font-related commands?

Ans. Home tab and Font group

(E) Give Short Answers.

1. Name the screen components of MS Word screen, and their purpose.

Ans. File button, Tab, Title bar, Ribbon, Command Buttons.

2. Why is selecting of text important and how is it done ?

Ans. Selecting of text is done when you want to carry out any further actions on it.

3. Write down the steps to type in red colour.

Ans. (1) Select the text.

(2) Click on the Home tab.

(3) Click on the Font Color arrowhead button.

(4) Click on red colour Box.

4. Write down the steps to insert Word Art in a document.

Ans. (1) Click on the Insert tab.

(2) Click on the Word Art button under Text group.

(3) From the Word Art styles, select the style you wish to apply.

(4) Type the word "Victory" and click on the OK button.

5. Name all groups found under the Home tab ?

Ans. Clipboard, Font, Paragraph, Styles, Editing.

