

PARAGON CONVENT SCHOOL

SECTER 24 B CHANDHIGARH

CLASS 4

CH- 5 INTORDUCTION TO MS WORD 2010

BRAIN DEVELOPER

A. Fill in the blanks:

1. Microsoft Word is a word processing software.
2. The word application opens a blank document with the temporary name document1.
3. The title bar displays the name of document followed by the program name.
4. Status bar is present at the bottom of Word 2010 window.
5. The horizontal scroll bar moves the screen display towards right or left.

B. State true or false:

1. Quick access toolbar is placed at the top left of the Word 2010 window. **True**
2. The Status bar contains the buttons for saving a document. **False**
3. You should close a document without saving it. **False**
4. The shortcut key to print a document is Ctrl+ P. **True**
5. The File tab is placed above the Quick Access Toolbar. **False**

C. Match the following:

Creates a new file	Ctrl+N
Prints the document	Ctrl+P
Closes the document	Ctrl+W
Closes Word application	Alt+F4

D. Multiple choice Questions:

1. The _____ area is used for typing and editing text.
a) **Work** b) Desktop c) Background
2. The _____ option is used to create a new blank document.
a) Save b) **New** c) Close

3. How many scroll bars are there in Word 2010?

- a) 1 b) 5 c) 2

4. To close a Word document, click on the File tab and select the _____ option.

- a) Close b) Exit c) Save

E. Answer the following questions:

Q 1. List the features of MS Word 2010.

Ans. Features of MS Word are:

- i) Produce letters, reports, notices, newsletters, books, bills etc. quickly and are in a presentable manner.
- ii) Modify the text, both while typing and after typing, beautify the text using color, style, font size, border, shading and various other effects.

Q 2. Why it is important to save your work before closing a document?

Ans. When you work on the computer, your data remains in the temporary memory and can get lost if the computer turns off. Therefore, it is always important to save your work regularly.

Q 3. What does the Title bar contain?

Ans. The Title bar displays the document name followed by the program name.

Q 4. Name any four components of Word 2010.

Ans. The four components of Word 2010 window are:

Title bar, Quick Access Toolbar , Ribbon, File tab.