CH- 8 STARTING WORDPAD

BRAIN DEVELOPER

A. Fill in the blanks:

1. The **minimize** button is used to reduce the size of the window to a small icon on the taskbar.
2. The **close** button is used to close an application.
3. The area where you type and edit the text is known as **document** icon.
4. The Title bar shows the **title** of the application and the name of the document.
5. The Ribbon consists of **tabs** and **groups**.

B. State true or false:

1. The Shortcut key to create a new document is Ctrl +N.   **True**
2. The Restore button has three squares inside it.   **False**
3. Ribbon is the main working area to type an edit the text.   **False**
4. WordPad files are saved with .rtf extension.   **True**

C. Multiple Choice questions:

1. The …………. is the shortcut key combination to save a file.
   a) Ctrl + C   b) Ctrl + S   c) Ctrl + V

2. The name of the file appears on the …………. bar.
   a) Status bar   b) Task bar   c) Title bar

3. The ………. toolbar contains the buttons to do common tasks.

   a) WordPad   b) Scroll   c) Quick Access

D. Answer the following questions:

Q 1. What is WordPad? Explain any two features.

Ans. WordPad is a word processor program that allows you to create, edit, format, print and save documents for future use.

Q 2. Explain the function of the Maximize button.

Ans. Maximize button is used to enlarge a window to its full size.

Q 3. Describe two methods to create a new document in WordPad.

Ans. To create a new document:

Click on the WordPad button and select the New option.

OR

Click Ctrl + N key combination.

Q 4. What does a Ribbon consist of?

Ans. A Ribbon consists of two parts- Tabs and Groups.