

Question 1*Fill in the blanks:*

[5]

1. All apps button is on the ----- bar.
2. To open a new document , click on the ----- option.
3. The title bar displays the ----- of the document.
4. The ----- is located just below the title bar.
5. ----- shows the width and height of a page.
6. Status bar displays the ----- about a document.
7. Back stage view was introduced in -----.
8. ----- is used to capture a snapshot of any object, window, or part of window on the desktop.
9. The ----- is the reverse of the undo.
10. ----- can replace a word with its synonym or antonym.

Question 2Write down the *short cut keys* for the following.

[2]

1. Cuts the selected text
2. Copies text or graphics
3. Paste the clipboard contents
4. Undoes the last action.

Question 3Write down the *steps to select* the following:

[5]

1. A word
2. A line
3. A sentence
4. Multiple lines
5. Paragraph

Question 4Write down the name of the *key/keys* used to do the following:

[4]

1. To get help
2. To insert a space
3. To create a new paragraph
4. To type capital letters
5. To delete unwanted text
6. To move around the document

Question 5

Write down the *name of the buttons* used to do the following

[4]

1. To check spelling and grammar
2. To get help
3. To exit from Microsoft word
4. To print a document
5. To move a text
6. To hide the ribbon
7. To type the text in bold letters
8. To underline a text

Question 6

Write down the *filename extensions* of the following:

[2]

1. Microsoft Word document
2. Audio
3. Microsoft Power Point presentation
4. Notepad

Question 6

Answer the following

[4]

1. What do you mean by editing?
2. How do you insert multiple spaces in a document?
3. What do you understand by copying a text?
4. Define font.

Question 7

Write down the *steps* to do the following:

1. To add 10 and 15 by using a calculator.
2. To rename a file or folder
3. To change the font type.
4. To change the font color.
5. To open an existing document
6. To save a document
7. To correct the spelling and grammar mistakes

[14]