



CLASS - III COMPUTER SCIENCE NOTES AUGUST

Chapter - 4 Microsoft word 2016

A. Tick () the correct option.

1. Which of these cannot be done in a word processor?

(c) play a game

2. The zoom slider is in the ____ in word window.

(c) Status bar

3. Using the key combination Ctrl + W, we can _____ a document.

(a) Close

4. You do not need to press _____ key to start a new line.

(c) Caps lock

4. The _____ buttons allow viewing a document in different ways

(c) View

B. Fill in the blanks using the given words.

1. Ms word is a part of Microsoft office suit.

2. The word application opens a blank document with the temporary name Document 1

3. Press Ctrl + P to print a document.

4. The shortcut key to close the Word document is Ctrl + W.

5. The extension of a saved file in MS Word 2016 is .docx

C. Write 'T' for true and 'F' for false statements.

1. There are four scroll bars in MS Word. F

2. The Quick Access Toolbar is placed below the Title bar. F

3. The tabs contain commands that are arranged into different groups. T

4. The large white empty area where we type is the word window. T

5. The 'Tell Me' bar is located towards the left side of the Word screen. T

D. Match the following.

1. Open a document - Ctrl + O
2. Save a document - Ctrl + S
3. Close a document - Ctrl + W
4. Open a new document - Ctrl + N
5. Print a document - Ctrl + P
6. Close Word - Alt + F4

E. Answer the following questions.

1. Name some commonly used Word Processors.

Answer:

Some commonly used Word processors are:

1. Word Perfect
2. Word Pro
3. Word Pad
4. Microsoft Word

2. Name the components of the Word Window.

Answer:

1. Ribbon
2. File Tab
3. Rulers
4. Document Area or Working Area
5. Cursor
6. Scroll Bar
7. Status Bar

3. What is the Scroll bar used for?

Answer:

The horizontal scroll bar that moves the page left and right, and the vertical scroll bar that moves the page up and down.

4. What is a ruler?

Answer:

There are two rulers, one horizontal and the other vertical. The rulers are used to change page margins and arrange the text properly on the page.

5. What is a zoom slider?

Answer:

1. Zoom slider is an option that helps us to enlarge the document
2. It can be used by holding and dragging the slider.

F. Long answer questions.

1. What are the uses of MS Word?

MS Word can be used to:

- Create letters, reports, news, notices, poems, stories or bills quickly and effectively.
- Easily modify the text while typing or after typing.
- Format the text using font size, font style, border and various other styles with formatting options.
- Add, draw pictures and diagrams creatively using drawing tools and shapes.
- Check spelling and grammar in a simple way.
- Print the document.

2. List the differences between handwritten documents and documents created using Word application.

Handwritten Document	Document Created Using Word Processor
Creating it is a slow process and takes a lot of effort.	It can be created quickly and easily.
Inserting pictures and images is difficult.	The pictures and images can be inserted easily.
It gives an untidy look after making corrections.	Errors can be corrected easily and neatly.

3. What do you understand by the Quick Access Toolbar?

- It is present on the title bar.
- It contains buttons for the most frequently used commands by default - Save, Undo and Redo.
- We can add more commands to Quick Access Toolbar as per our need.

4. Explain Ribbon and its components.

Ribbon contains commands arranged in three components:

a. Tabs: They appear across the top of the ribbon and contain groups of related commands.

b. Groups: A group is used to arrange the related commands together. Each group's command list appears in the group on the ribbon.

c. Commands: Commands appear within each group as buttons or names.

5. How will you create a new document in MS Word 2016?

Follow the given steps to create MS Word 2016:

Step 1: Click on **Start** button.

Step 2: Here you will find all the applications arranged in an alphabetical order. Locate **Word** in the **W** alphabet section and click on it.

Step 3: The Word application opens a blank document with a temporary name **Document**. It also displays a blinking cursor on the top left side of the document or working area, waiting for you to type the text.