



CLASS - III COMPUTER SCIENCE NOTES SEPTEMBER

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.
(b) Enter
5. 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. Short Answers Questions.

1. Name some commonly used word processors.

- Word Perfect
- Word pro
- Word pad
- Micro soft word

2. Name the components of the word window.

- Ribbon
- File Tab
- Rulers
- Cursor
- Scroll Bar

3.What is the Scroll Bar used for.

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

4.What is a ruler.

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.

- Zoom slider is an option that helps us to enlarge the document
- 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, poems, stories quickly and effectively.
- Easily modify the text while typing or after typing.
- 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 document 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.

- The ribbon is located just below the title bar.
- Components of ribbon:
 - Tabs: It contains group of related commands.
 - Groups: It is used to arrange the related commands together.

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

Step1: Click on the start button.

Step2: Here you will find all the applications arranged in an alphabetical order. Locate word in W alphabet section and click on it

Step3: The word application opens a blank document with a temporary name document .here you can type your text

6. What is the use of Tell me bar in MS Word 2016?

- Tell me is a tool that allows us to tell Word what we want it to do.
- Tell Me tool is located at the left side of the Word screen.
- A list of options will appear in the Tell Me drop-down menu.

G. Write the steps to:

1. Open a saved document

Step1: Click on File tab

Step2: Click Open.

Step3: Double click the folder → document.

Step4: Click the document → open.

2. Save a document.

Step1: Click on the **File** → **Save As**.

Step2: Click **PC** → **Desktop**.

Step3: Type the name of the document.

Step4: Click the **Save** button.

3. Search in the Tell Me bar.

Step1: locate the tell me tool in the word application

Step2: Type what you want to do in the Tell Me in bar.

Step3: Select an option from the list of suggestions in the drop down menu.

4. Print a document

Step1: Click on File → Print.

Step2: The preview of the document appears.

Step3: Click on print button.