

CHAPTER - 4
INTRODUCTION TO WORD

D-words.

1. Word Processing.
2. Document.
3. Print.
4. Title
5. Cursor
6. Zoom
7. Slider
8. Application
9. Minimize
10. Maximize.

D. ANSWER THE FOLLOWING QUESTIONS.

1. Write two advantages of using Word.

ans. The two advantages of using word are,
* we can create letters, books using word.
* We can add pictures in the document.

2. What is word wrap feature?

ans While typing, if you reach the end of the line, then the cursor automatically shifts to the next line. This feature is called Word wrap.

3. What does the status bar show?

ans. The status bar shows the number of pages, words, View buttons, Zoom slider bar etc.

4. What does the Title bar display?

ans. * The title bar displays the name of the current document and application.

* At the right of the title bar, we can find Maximize, Minimize and close button.

E. Competency-based question.

1. Gunjan has typed the project summary in Word. Her teacher has asked her to submit the printed copy of the summary. How can she do it?

ans. She can take the print-out by clicking on the File → Print option.