

Month July Ln.3 Word Power made Simple

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Std

III

- Working With MS word

### D-words.

1. Font
2. Text
3. Calibri
4. Bold
5. Italic
6. Underline
7. File
8. Title bar
9. Ribbon
10. Error.

### F. Short answer Questions.

1. What is the difference between "Save" and "Save As" options?

ans \* Save option saves the current file  
\* Save As creates a new copy with a different name and location.

2. How do you change the color of text in MS word.

ans \* Select the text.  
\* Right click on it.  
\* Click Font color and choose a color.

3. How does MS word indicates spelling errors in a document?

ans. MS word indicates spelling errors by showing a red underline below the misspelled words.

4. Name any three parts of MS word interface.

ans. The three parts of MS word interface are

- \* Tabs
- \* Ribbon
- \* Title bar.

5. What are the different types of alignments available in MS word?

ans. The different alignments available in MS word are

- \* Align Left
- \* Align Center
- \* Align Right
- \* Justify.

Note - Refer textbook for the book back exercises very short answers/Short answers and competency based questions.