10/10/26 CLASS - II

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5. WORD TO SAVE -
Introduction to MS Word

Month: OCTOBER

I DICTATION WORDS:-

1. Processor
2. Document
3. Interface
4. Title
5. Storing
6. Editing
7. Existing
8. Dragging
9. Wrapping
10. Formatting

II. VERY SHORT ANSWER QUESTIONS:

1. What do we call making changes to saved documents?

Ans: Making changes to saved document is called editing.

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2. What do we call the sections on the Ribbon?

Ans: The sections on the Ribbon are called tabs

3. What is an interface in MS word?

Ans: An interface is what we see on the screen when you open an application

4. What does the MS Word interface have?

Ans: It has many options, they are

1. Tabs, 2. Ribbon, 3. Title bar
4. Status bar, 5. Document area.

5. What is the use of the "Save As" option in MS Word?

Ans: "Save As" option saves your work in a new file, without changing the original file.

Refer text book for book back exercises and worksheet given.

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