

## Chapter-8

### INTRODUCTION TO WORDPAD

#### **Section A: Multiple Choice Questions**

- 1. Which tab in WordPad is used for formatting a document?**
  - a) File Tab
  - b) Home Tab
  - c) View Tab
  - d) Insert Tab
- 2. Which key combination is used to create a new document in WordPad?**
  - a) Ctrl + O
  - b) Ctrl + S
  - c) Ctrl + N
  - d) Ctrl + P
- 3. What is the purpose of the Font family option in WordPad?**
  - a) To change the size of the text
  - b) To change the style of the letters
  - c) To save the document
  - d) To open a new document

**4. Which key combination is used to open an existing document in**

**WordPad?**

- a) Ctrl + O
- b) Ctrl + S
- c) Ctrl + N
- d) Ctrl + P

**5. How can you exit the WordPad software?**

- a) Click on the File tab and select Exit
- b) Press Alt + F4
- c) Click on the Close button on the Title bar
- d) All of the above

**Section B: Fill in the Blanks**

1. The \_\_\_\_\_ is the area where you can type the text in WordPad.
2. The \_\_\_\_\_ option is used to change the style of the letters in a document.
3. The \_\_\_\_\_ option is used to change the size of the text in a document.
4. To save a document, click on the \_\_\_\_\_ tab and select the Save option.
5. To open an existing document, press \_\_\_\_\_ keys.

### Section C: True or False

1. **True or False:** The Home tab in WordPad is used for formatting a document.
2. **True or False:** You cannot change the font size in WordPad.
3. **True or False:** The File tab contains options to save and open documents.
4. **True or False:** Pressing Ctrl + S keys will open a new document in WordPad.
5. **True or False:** The Work Area is where you type and edit your text in WordPad.

### Section E: Match the Following

Match the term with its description:

| Term           | Description                                    |
|----------------|------------------------------------------------|
| 1. Work Area   | a) Used to change the style of the letters     |
| 2. Font family | b) The area where you type and edit text       |
| 3. Font size   | c) Used to change the size of the text         |
| 4. File tab    | d) Contains options to save and open documents |
| 5. Home tab    | e) Used for formatting a document              |