Computer Worksheet

Write date and quotation on a new page.

Word Processor- An introduction

High Order Thinking Questions

Ques1) With respect to opening a document, pick the correct statement.

Opening a new document automatically saves it on your computer.

Opening a new document has a name as 'New Document-1'.

Opening a new document, opens up a blank document.

Ques 2) Russian boy, Mark is visiting India. He wants to write an e-mail to his friends in Russia. What is the best possible way to use MS- Word for this purpose?

He cannot use Ms- Word as it does not support any language except English.

He can set the language to Russian in Ms Word and then use it for sending emails.

He should use Libreoffice Writer which supports a number of languages using Russian.

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Ques 3) Choose the correct use of Quick Access toolbar in MS Word.

Quick Access toolbar allows you to pin important icons on the taskbar.

Quick Access toolbar allows you to check the language and count the number of words in your document.

Quick Access toolbar allows you to use frequently used icons quickly.

Ques 4) With reference to saving a document,

You cannot change the name of an already saved document.

You can work on the same document and save it with a different name.

A saved document can only be saved once on the desktop.

Ques 5) Ribbon in Microsoft Word contains,

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multiple tabs such as Home, Insert, Design, Layout, References, Mailings, Review and View.

the page number, the number of words in the document, etc.

Name of the document and the name of the application.

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