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

LIVEWORKSHEETS

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.

LIVEWORKSHEETS

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

LIVEWORKSHEETS