

## Chapter-4

### SAY HELLO TO WORD 2016

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

**1. What is the primary function of word-processing software?**

- a) To create spreadsheets
- b) To create documents with text and pictures
- c) To edit videos
- d) To manage databases

**2. Which of the following is NOT a feature of word-processing software?**

- a) Adding pictures
- b) Checking spelling and grammar
- c) Creating animations
- d) Changing text size and color

**3. Which toolbar is present at the top-left corner of the Word window?**

- a) Title Bar
- b) Quick Access Toolbar
- c) Ribbon
- d) Status Bar

**4. What is the shortcut key to create a new document in Word 2016?**

- a) Ctrl + O
- b) Ctrl + N

- c) Ctrl + S
- d) Ctrl + W

**5. Which button is used to save a document in Word 2016?**

- a) Undo
- b) Redo
- c) Save
- d) Close

**Section B: Fill in the Blanks**

1. Word 2016 is part of the \_\_\_\_\_ package.
2. The \_\_\_\_\_ bar displays the name of the document you are currently working on.
3. The \_\_\_\_\_ feature automatically shifts the cursor to the next line when you reach the end of the current line.
4. The \_\_\_\_\_ button is used to reduce a window to a small icon on the taskbar.
5. The \_\_\_\_\_ bar provides information such as the current page number and the total number of pages in the document.

**Section C: True or False**

1. **True or False:** Word 2016 allows you to insert pictures and tables in a document.

2. **True or False:** The Ribbon contains all the commands needed for common tasks in Word 2016.
3. **True or False:** The Quick Access Toolbar is located at the bottom of the Word window.
4. **True or False:** The shortcut key to save a document is Ctrl + S.
5. **True or False:** The horizontal scroll bar is used to move the document up and down.