

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.