




CHAPTER 6

WORKING WITH WORDPAD

EXERCISES

A. Tick (✓) the correct statements:-

(pg. 61)

 **Let's Write** *Formative & Summative Questions Based on CCE*

A. Tick (✓) the correct answer.

1. Where is the document name displayed ?			
(i) Ribbon	<input type="checkbox"/>	(ii) Title Bar	<input checked="" type="checkbox"/>
(iii) Tab	<input type="checkbox"/>	(iv) None	<input type="checkbox"/>
2. Which of the following menus does the WordPad button have ?			
(i) New	<input type="checkbox"/>	(ii) Open	<input type="checkbox"/>
(iii) Save	<input type="checkbox"/>	(iv) All	<input checked="" type="checkbox"/>
3. To open a new document you click on :			
(i) Save	<input type="checkbox"/>	(ii) Open	<input type="checkbox"/>
(iii) New	<input checked="" type="checkbox"/>	(iv) Exit	<input type="checkbox"/>
4. To start a new paragraph you need to press :			
(i) Enter key	<input checked="" type="checkbox"/>	(ii) Ctrl key	<input type="checkbox"/>
(iii) Delete key	<input type="checkbox"/>	(iv) Alt key	<input type="checkbox"/>
5. Which of the following is a button for Italics ?			
(i) B	<input type="checkbox"/>	(ii) Font Family	<input type="checkbox"/>
(iii) U	<input type="checkbox"/>	(iv) I	<input checked="" type="checkbox"/>
6. You can delete text by :			
(i) Enter key	<input type="checkbox"/>	(ii) Delete key	<input checked="" type="checkbox"/>
(iii) Insert key	<input type="checkbox"/>	(iv) None	<input type="checkbox"/>

7. Which is the shortcut key to save a document ?			
(i) Ctrl + V	<input type="checkbox"/>	(ii) Ctrl + S	<input checked="" type="checkbox"/>
(iii) Ctrl + X	<input type="checkbox"/>	(iv) Ctrl + C	<input type="checkbox"/>

B. Match the following columns:- (pg. 62)

Column A

Column B

- | | |
|-------------------------|-------------------------|
| 1. Quick Access Toolbar | (i) Save, Redo and Undo |
| 2. Tab | (ii) Home tab |
| 3. Ctrl + S | (iii) Saves document |
| 4. Exit | (iv) Closes document |
| 5. U | (v) Underline |
| 6. B | (vi) Bold |

D. Answer the following questions:- (pg. 62-63)

1. Define Wordpad.

Ans. Wordpad is a program used for typing text.

2. omitted

3. Where do you start entering the text?

Ans. We start entering the text from the insertion point.

4. Write the features by which you can format text.

Ans. i) Bold ii) Italic iii) Underline
iv) font family v) font size vi) text colour

5. omitted

6. Write the steps to save a document.

Ans. **Step 1.** Click on **Wordpad** button.

Step 2. Click on **Save** or **Save as**.

Step 3. Type name of file in **File name box**.

Step 4. Click on **Save**.

7. omitted

8. omitted

