



# CHAPTER 6





## WORKING WITH MS-WORD 2010

### EXERCISES

A. Tick (✓) the correct statements:- (pg 65-66)

A. Tick (✓) the correct answer.

1. What you do after entering text in MS-Word ?  
(i) Open  (ii) Save   
(iii) Exit  (iv) Close
2. Which key helps to start a new paragraph ?  
(i) Numeric key  (ii) Alphabet key   
(iii) Enter key  (iv) None
3. You enter text with :  
(i) mouse  (ii) joystick   
(iii) monitor  (iv) keyboard
4. MS-Word gramatical mistakes are underlined in :  
(i) red  (ii) green   
(iii) blue  (iv) yellow
5. Shortcut to save a document is :  
(i) Ctrl + C  (ii) Ctrl + O   
(iii) Ctrl + S  (iv) Ctrl + N

6. Which of the following is a part of formatting ?  
(i) Size 24  (ii) B   
(iii) Arial Black  (iv) All
7. Which button will you click to italicize ?  
(i) I  (ii) U   
(iii) B  (iv) All
8. Which of the following enables you to align the text to right ?  
(i)   (ii)    
(iii)   (iv) 

**B. Answer the following questions:- (pg.67)**

**1. What is insertion point?**

**Ans.** The flashing line that appears on the work area is called insertion point.

**2. omitted**

**3. What is the function of Word Wrap Text?**

**Ans.** Word automatically wraps the text to the next line when we reach the end of the line.

**4. omitted**

**5. Why do you need to save your document?**

**Ans.** We save our document for future use.

**6. How can you format your MS-Word document?**

**Ans.** We can format text by making it

a) Bold

b) Changing font

c) Changing colour

**7. omitted**

**8. Why do you align text?**

**Ans.** Alignment enables our text to look neat and perfect.

**B. Give one word answer:- (pg. 68)**

1. Shortcut key to create a document - **Ctrl + N**
2. Area where you type text - **work area**
3. Type file name while saving file in - **file name textbox**
4. Shortcut key to save a document - **Ctrl + S**
5. Where do you find font tool - **Home tab**
6. Which tool changes font size - **font size**
7. Underline text button - **U**
8. Make heading attractive using - **WordArt**
9. In which tab WordArt appears - **Insert tab**
10. WordArt appears in a - **drop down list**

**Thank You**