



## Chapter 5

### Knowing MS-WORD 2010

#### B. Fill in the blanks with the correct words:- (Pg. 51)

1. Microsoft Word is a word processing software program.
2. You can beautify your documents by adding pictures and tables to the document.
3. File tab contains save menu.
4. Work Area is the area in the document where the work is done.
5. Status bar displays the word count.

#### C. Define:- (Pg. 51)

1. **Title Bar:** This bar displays the name of the document.
2. **Status Bar:** It displays the page number, words count, position of insertion point.
3. **File tab:** It contains various menus like New, Open, Save etc.

#### D. Answer the following questions: (Pg. 51)

##### 1. What is MS-WORD?

Ans. MS-WORD is a word processing software program.

##### 2. How can you beautify your documents?

Ans. We can beautify our documents by adding borders, tables, pictures etc. to it.

### 3. What is Navigation Pane?

Ans. The Navigation pane shows a summary of the document.

E. omitted

A. Tick the correct answer:-

(Pg. 50)

**Let's Write**

1. Tick (✓) the correct answer.

1. What can you do in MS-Word 2010 ?

(i) Write letters  (ii) Write reports

(iii) Beautify documents  (iv) All

2. On which option does Microsoft Word 2010 appear ?

(i) Start  (ii) Microsoft Office

(iii) All Programs  (iv) None

3. Where does the quick access buttons appear ?

(i) File tab  (ii) Ribbon



(iii) Quick Access Toolbar  (iv) Status bar


4. Which is the flashing line ?

(i) Insertion point  (ii) Work Area

(iii) Status bar  (iv) Ribbon

5. Which button is used to maximize a document window ?

(i)   (ii) 

(iii)   (iv) None

**Note:** Students, please complete the exercises neatly in your book.