

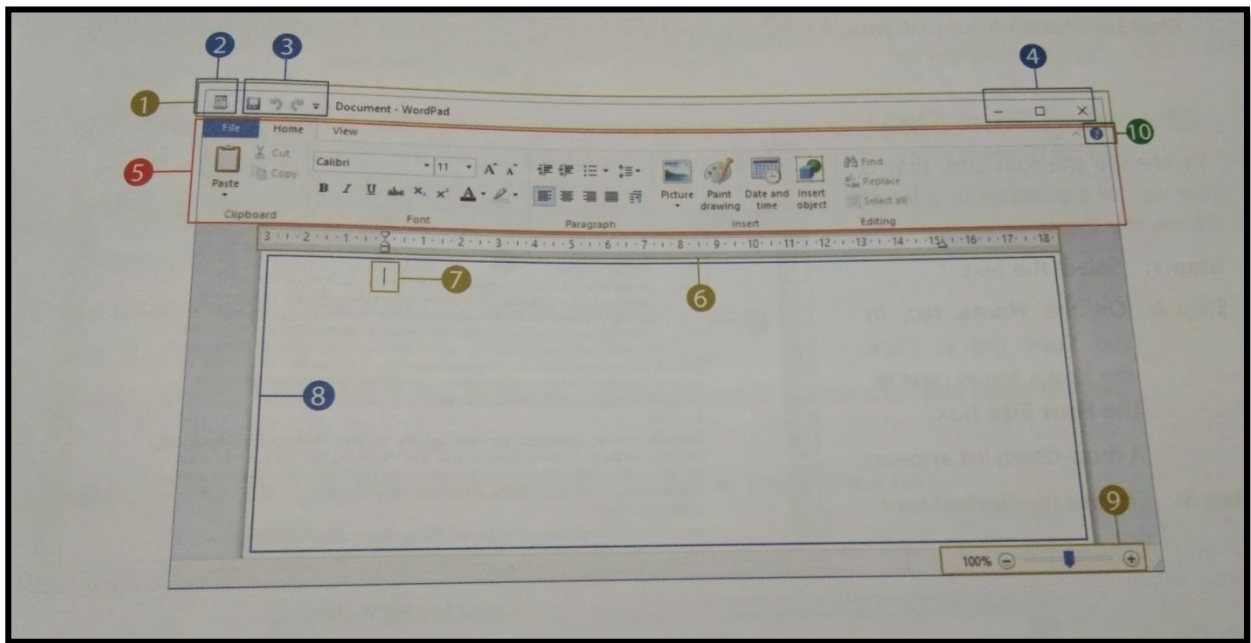
WORKSHEET NO:- 5

Subject :- Information Technology

Class - IX

Chapter - Digital Documentation - Part 2

Q1. Label the components of WordPad window.



1. _____ 2. _____ 3. _____ 4. _____ 5. _____
 6. _____ 7. _____ 8. _____ 9. _____ 10. _____

Q2. Multiple choice questions :-

1. Which of the following is an extension of a Word document ?

- a. .dod b. .docx c. .dob

2. A small vertical blinking line in a Word document is called

- a. Pointer b. Indicator c. Cursor

3. Word is a product of :

- a. Microsoft b. Google c. Infosys

4. Which part of the Word window contains tabs and command buttons ?
- a. Title bar b. Ruler c. Ribbon
5. How can you create a new document using Microsoft word ?
- a. by clicking on Home tab b. by clicking on Office button and New option
6. Which option do you select to save an existing document after making the changes with a New name ?
- a. Save b. Save new c. Save As
7. Which of the following enlarges the window up to its standard size ?
- a. Minimize b. Maximize c. Enlarge
8. Which tab opens up in Word, by default ?
- a. Home b. Insert c. Review
9. What do you use to measure the page layout in points, inches or centimetres ?
- a. Ruler b. Title bar c. Status bar
10. Which of the following is NOT true about Word application ?
- a. application of Microsoft Office suite
- b. a commonly used word processing application
- c. a commonly used presentation application

Q3. Write down the total number of Groups & their Name present on following Tabs ?

- a. Home Tab –
- b. Insert –
- c. Page Layout –
- d. Review –
- e. View–

Answers

Q1.

1. Title bar 2. Office button 3. Quick Access Toolbar 4. Minimize , Maximize & Close
5. Ribbon 6. Ruler 7. Cursor 8. Text area 9. Zoom level button
10. Help

Q2.

1. b 2. c 3. a 4. c 5. b 6. c 7. b 8. a
9. a 10. c

Q3.

- a. Total number of Groups are – 5
Clipboard , Font, Paragraph, Styles, Editing
- b. Total number of Groups are – 7
Pages, Tables, Illustrations, Links, Header & Footer, Text, Symbols
- c. Total number of Groups are – 5
Themes, Page Setup, Page Background, Paragraph, Arrange
- d. Total number of Groups are – 6
Proofing, Comments, Tracking, Changes, Compare, Protect
- e. Total number of Groups are – 5
Document views, Show/Hide, Zoom, Window, Macros