

Answer key

A. Fill in the blanks:-

- | | | |
|-------------------|-------------|---------|
| 1. word processor | 3. Title | 5. tabs |
| 2. document 1 | 4. cursor's | |

B. Write True or False:-

1. True 2. True 3. True 4. False 5. True

C. Select the correct option:-

- | | | |
|-----------------|-------------|---------------|
| 1. a, Work Area | 3. c, .docx | 5. b, Save As |
| 2. b, New | 4. a, Close | |

D. Application Based Questions:-

1. Title Tab 2. Quick Access Toolbar

E. Answer the following questions:-

- Ans1. 1. It allows us to type and edit the text.
2. It allows us to save a document.

Ans2. It is placed on the top of the word window and it displays the name of the document.

Ans3. Scroll bars are used to move the screen display towards right, left, up or down.

Ans4. click on File tab → New → Blank document → create.

Ans5. Click on File tab and select save option. The Save As dialog box will open, type the name of your file and click save button.