



Wada Nirmiti Education Society's
GURUKUL GLOBAL SCHOOL
WORKSHEET

SUB: COMPUTER

LESSON: 2.Introduction to Word 2019

STD: V

NAME: _____ ROLL No: _____

DATE: _____

Q.1. Fill in the Blanks from given Options.

(File Tab , Title bar , Zoom Slider , Working Area , Ribbon)

- 1) The _____ is placed on the top of the Word window.
- 2) The _____ is used for typing and editing the text.
- 3) The _____ holds several tabs on it.
- 4) The _____ is placed on the upper left corner of the Word Window.
- 5) The _____ present at the extreme right corner of the Status bar.

Q.2. Tick ✓ Correct Answer : TRUE or FALSE

- 1) To Start Word Window, First Click on Start button.
 - a. TRUE
 - b. FALSE
- 2) Copy and paste option used to duplicate the text.
 - a. TRUE
 - b. FALSE
- 3) To copy text Shortcut key is Ctrl + V
 - a. TRUE
 - b. FALSE
- 4) You can not delete any text, after enter text.
 - a. TRUE
 - b. FALSE
- 5) You can be save a document.
 - a. TRUE
 - b. FALSE

Q.3. Write Steps to Printing a Document.

1. _____
_____.
2. _____
_____.
3. _____
_____.

Q.4. Answer the Following Questions.

1. Write Components of Word Window.

2. How to Create a New Document.

3. Write steps how to Save a Document

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____
