

Chapter 6

SUGGESTED CLASS ACTIVITIES

A. Label the following parts of the Notepad window.

1. Title Bar
2. Window Controls
3. Menu Bar
4. Text Area
5. Scrollbar
6. File Name

B. Answer in one word.

1. Name of Window's text editor.
2. Menu used to save a file.
3. Menu used to copy and paste.
4. Menu used to format text.
5. Topmost bar of the Notepad window.

C. Write the shortcut keys to do the following. Take your teacher's help.

1. Open a new file
2. Save a file
3. Open a saved file
4. Copy
5. Paste