Chapter 4

SUGGESTED CLASS ACTIVITIES

A.	Ti	Tick (✓) the correct option.				
	1.	Which of the following applications is used to type text?				
		(a) MS Word	(b) MS Paint	(c) Tux Paint		
	2.	Which of the follow commands?	ring contains the	Save, Undo and	Redo	
		(a) Title Bar	(b) Quick Access Toolbar	(c) Ribbon		
	3.	The Status bar is dis 2013 window.	splayed at the	of the	e Word	
		(a) top	(b) bottom	(c) both (a) an	d (b)	
	4.	The shortcut key to s	ave a document in	Word is:		
		(a) Ctrl + C	(b) Ctrl + V	(c) Ctrl + S		
B. Fill in the blanks with suitable words given in the box.						
		vertica	l Ribbon word	title		
	1.	Microsoft Word is a processing software.				
	2. The bar displays the document name by the program name.				llowed	
	3.	The contains several tabs on it.				
	4.	The	ruler measures the	height of the Wor	k Area.	
C.	W	/rite True or False.				
	1.	We use a notebook to	o type the text in a	document		
	We can create, open, save and print a file by selecting the File tab.					
	3.	The vertical ruler is located at the top of the document window.				
	4.	The Zoom slider is used to enlarge or reduce the size of the word document.				