

Computer -2

Chapter 6 – MS Word - Answer Sheet

A. Fill in the Blanks

1. Word processing
2. Save
3. Cursor
4. Title
5. Toolbar

B. True or False

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

C. Match the Following

1. Title Bar – Shows file name
2. Cursor – Blinking line
3. Toolbar – Provides tools
4. Save button – Saves document
5. MS Word – Word processing software

D. Short Questions

1. A word processing software.
2. It shows where text will appear.
3. File name.
4. To save the document.
5. Typing and formatting text.