

Chapter 6 Worksheet – Introduction to MS Word

A. Fill in the Blanks

1. MS Word is a _____ software used for typing.
2. The _____ button is used to save a document.
3. The blinking vertical line in MS Word is called the _____.
4. The _____ bar shows the name of the document.
5. The _____ allows us to change the font size and colour.

B. True or False

1. MS Word is used to draw pictures only. (True/False)
2. The cursor shows where the next letter will appear. (True/False)
3. The Title bar displays the file name. (True/False)
4. Toolbars help us perform different tasks. (True/False)
5. MS Word cannot save documents. (True/False)

C. Match the Following

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|------------------|-----------------------------|
| 1. Title Bar — | a. Shows file name |
| 2. Cursor — | b. Blinking line |
| 3. Toolbar — | c. Provides tools |
| 4. Save button — | d. Saves document |
| 5. MS Word — | e. Word processing software |

D. Short Questions

1. What is MS Word?
2. What is the use of the cursor?
3. What does the Title bar show?
4. What is the use of the Save button?
5. Name any two things you can do in MS Word.