

Chapter 7 Worksheet – Working with a Computer

A. Fill in the Blanks

1. MS Word is a _____ used for creating documents.
2. A _____ is used to type text in Word.
3. The _____ bar shows the name of the document.
4. The _____ menu contains commands like Save, Open, and Close.
5. The _____ bar has buttons like Bold, Italic, and Underline.

B. True or False

1. MS Word is used to create presentations. (True/False)
2. The Title bar shows the document name. (True/False)
3. The Home tab contains formatting tools. (True/False)
4. Bold, Italic, and Underline are found in the Status bar. (True/False)
5. Save command is used to store the document. (True/False)

C. Match the Following

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|------------------|---|
| 1. MS Word — | a. Used to type and edit text |
| 2. Title Bar — | b. Shows document name |
| 3. Menu Bar — | c. Contains commands like Save and Open |
| 4. Home Tab — | d. Formatting tools |
| 5. Bold Button — | e. Makes text bold |

D. Short Questions

1. What is MS Word used for?
2. What is shown on the Title bar?
3. What commands are found in the Menu bar?
4. What formatting tools are in the Home tab?
5. How do you make text bold in MS Word?