



CLASS NOTES-ANSWERS

Assess Yourself

1) Tick (✓) the correct option.

a) What is the extension of Word document?

- ✓ i) .docx ii) .pptx iii) .txt

b) Which of the following shows the name of the program and document name?

- i) Status bar ✓ iii) Title Bar
ii) Quick Access Toolbar

c) How many rulers are present in Word?

- i) 1 ✓ ii) 2 iii) 3

d) Which of the following displays the page number and the number of words?

- i) Scroll bar ii) Ruler ✓ iii) Status bar

e) What is the shortcut key to print a document?

- ✓ i) Ctrl + P ii) Ctrl + A iii) Ctrl + S

2) Fill in the blanks using the words from the help box.

open, vertical, print, document

- a) We type and edit the text in the document area.
b) An already existing file can be opened using the open option.
c) The top and bottom margins are set by the vertical ruler.
d) Print option is found under the File tab.

3) Write 'T' for true and 'F' for false.

- a) Word 2021 window looks like a Tux Paint window. F
b) Word gives Document 1 as a permanent file name. F
c) The Ribbon contains multiple tabs. T
d) Open option is found under the File tab. T



4) Think and answer.

a) Write any one use of Word 2021.

Answer: A use of Word 2021 is:

It is used to type letters, stories and reports, quickly and easily.

b) Write down the steps to create a document in Word 2021.

Answer: The steps to create a document in Word 2021 are:

Step 1: Click on the File tab.

Step 2: Select the New option.

Step 3: Click on Blank document option. A new document will be created.

c) Write down the steps to save a document in Word 2021.

Answer: The steps to save a document in Word 2021 are:

Step 1: Click on the File tab.

Step 2: Select the Save or Save As option.

Step 3: Select This PC option and then, click on Browse option.

Step 4: Select the location of the file.

Step 5: Type the desired name for your file in the File name box.

Step 6: Click on Save button. The document will be saved.

5) Competency-based/Application-based questions:

Anaya wants to open an existing save file, but she is not sure about the correct order of the steps involved in opening a file. Help her by putting the correct order of the steps:

- Select Open option.
- Click on the File tab.
- Select the file to be opened.
- Find location of your document.
- Click the Open button.



Answer:

- 1) Click on the File tab.
- 2) Select Open option.
- 3) Find location of your document.
- 4) Select the file to be opened.
- 5) Click the Open button.

{CODING ZONE}

Examine the spelling pattern given below from the chapter and write four more words that have the same spelling pattern 'ment'.

Document

Element

Requirement

Arrangement

Answer: *Sample*

Enjoyment, Movement, Garment, Moment

