CLASS – 3 COMPUTER SCIENCE WORKSHEET (CHAPTER 3)

TOPIC : USING A WORD PROCESSOR

SYNOPSIS:

- Microsoft Word is a word processor used to create a document.
- The Word window has a title bar, Ribbon, File tab, document area, status bar and scroll bars.
- The Ribbon has tabs and groups of commands that help you to do different tasks.
- Some options of the File tab are New, Open, Save, Close and Exit.
- Cursor is a small blinking vertical line in the document area. It indicates the place from where you can start typing.
- Editing a document means to insert or delete text and make changes in it.

I. **Fill in the blanks:**
   a) Microsoft Word is a _____ _____.
   b) The Ribbon is located just below the _____.
   c) The _____ tab is the first tab on the Ribbon.
   d) The left end of the _____ bar displays the page number and number of words in a document.
   e) The Microsoft Word window has _____ scroll bars.
   f) You can press _____ to save a document.

II. **State whether the following statements are True or False :**
   a) You use the Save option to save a document with a new name.
   b) Press CTRL+O to create a new document.
   c) To open a saved document, click on File >Open.
   d) Editing means opening and closing a document.
   e) You double-click on a word to select it.
   f) We can use BACKSPACE to delete text to the left of the cursor.

III. **Answer the following questions:**
   a) What is a word processor? Give three examples.
   b) Name the components of the Microsoft Word Window.
   c) What is a cursor? What does it indicate?
   d) What is editing a document?
   e) How can we delete a text in Microsoft Word?

IV. **Complete the following exercises at the end of the chapter:**
   a) Exercise A on Page No. 39 and 40.
   b) Exercises B, C and D on Page No. 40.

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