S BYTE QUEST

Technology Literacy Information Literacy

State whether these statements are true or false.

Word is an app to draw pictures.

2. Press the Backspace key to remove the text from the left of the cursor.

To open the saved file, select Save option from the File tab.

4. To exit Word, select Close option from the File tab.

False False

 Word 2016 is a word processor software that allows you to write text on a computer and make changes to it.

 The various components of the Word 2016 window are: Quick Access Toolbar, Title Bar, Tabs, Ribbon, Rulers, Scroll bars, Text/Document Area, Cursor, Status Bar, Window Control Buttons, and Zoom Slider.

To create a new file, select the New option from the File tab.

To save a document, select the Save or Save As option from the File tab.

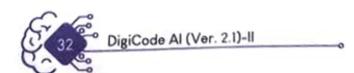
To open the saved file, select the Open option from the File tab.

To print a file, select the Print option from the File tab.

To exit Word, select the Close option from the File tab.

TECH READY

A. Tick (✓) the correct op	tion.		
 Which of the following 	ng is a word process	ing software?	
(i) Calculator		(ii)	Paint
(iii) Word		(iv)	All of these
2. Which bar shows the	name of the progra	am and the doc	ument name?
(i) Ribbon		(ii)	Status bar
(iii) Title bar		(iv)	None of these

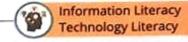


3	Which option ho	as to be selected from	n the File tab to ci	reate a docum	nent?	
	(i) New		(ii)	Open		
	(iii) Save		(iv)	Close	4 . 1	
1		s to be selected from	n the File tab to o	pen a saved fi	le?	
4.			(ii)	Close		
	(i) Exit					_
	(iii) Open		(iv)	New		
s. Fi	ll in the blanks u	sing the words give	n below.			
		Window control but		r * File tab	* Enter	
	* Zoom since	William Control bac	CONTRACTOR OF			
1	Press the EN	ter key to s	tart a new line in \	Nord docume	nt.	
2.	Print option is p	resent under the	le tab.	- 20 4		
3.	The Status	or shows the det	ailed information	of the docum	ent.	
		tare used to minimis				dow.
4.						
5.	Zoom slide	is used to enlarge	and reduce the siz	ze of the wind	low quickly.	
c. St	ate whether the	se statements are tr	rue or false.			
1.	Word 2016 wind	dow looks like the Pai	nt window.		False	
2.	Word gives Doc	ument1 as a permane	ent file name.		Palse	_
3.	The Ribbon cont	ains multiple tabs.		=	True	=
4.	The ruler is loca	ted at the bottom of	the Word window	. =	False	\equiv
5.	In word we can	make changes in the	document.		True	
D. Aı	nswer the followi	ng questions:				
1.	Write any one u			2.1	v .	- 0
	Types le	etters, sto	ries, report	s etc. I	na	
			-		~ /	_

	simple way.
2.	What is cursor? The blinking vertical line in the upper de
	Corner of the text area is the Curson.
3.	Name any three components of the Word window.
	1. Sitle bar.
	2. Jahs.
	3. Ribbon.
4.	Write one difference between the uses of Backspace and Delete key.
	The backspace key is used to remove the well of
th	all all for any good delete key is used to
hemo	we the text from the right side of the Cursor.
	TECH TWISTER Critical Thinking Technology Literacy
10-00	Write the shortcut command for each.
1	CL-ALC
	1. To save a document : Ctrl+S
	2. To open a saved document : Cloret O
	3. To print a document : List +
	4. To close Word : Alt + F4
	5. To create a new document : Clarl+N
B. I	Name the following Word components:
	1. It is used to move the document up and down.
	Scroll bar.
(F) 34	DigiCode Al (Ver. 2:1)-II

Ribbon	pelow the Quick Access Toolbar and is made up of tab and groups
	ommonly used buttons like save, undo, redo, etc.
Sura	
	detailed information of the document.

BYTE TASK



- . A. Do the following on your computer:
 - Open Word 2016.
 - Make the notes of various components of Word 2016.
 - B. Type a letter to your father telling him about your Annual Day.
 - Save the letter
 - Exit Word
 - C. Type a few sentences on 'Largest film city of India' and save it as 'Ramoji Film City'.

Ramoji Film City, which was founded by the Ramoji Group in 1996 and spans 2000 acres.

There's something unique for you here, as the world's largest integrated film city and India's first thematic holiday destination with cinematic charm.

Ramoji Film City is the world's largest film studio complex, according to Guinness World Records, and attracts millions of people each year from all across India.