



## BYTE QUEST



Technology Literacy  
Information Literacy

State whether these statements are true or false.

1. Word is an app to draw pictures.
2. Press the Backspace key to remove the text from the left of the cursor.
3. To open the saved file, select Save option from the File tab.
4. To exit Word, select Close option from the File tab.

False

True

False

True



## REFRESH

- 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 option.

1. Which of the following is a word processing software?

(i) Calculator

☐

(ii) Paint

(iii) Word

☒

(iv) All of these

2. Which bar shows the name of the program and the document name?

(i) Ribbon

☐

(ii) Status bar

(iii) Title bar

☒

(iv) None of these



3. Which option has to be selected from the File tab to create a document?

(i) New

☒

(ii) Open

☐

(iii) Save

☐

(iv) Close

☐

4. Which option has to be selected from the File tab to open a saved file?

(i) Exit

☐

(ii) Close

☐

(iii) Open

☒

(iv) New

☐

B. Fill in the blanks using the words given below.

★ Zoom slider<sup>5</sup> ★ Window control buttons<sup>4</sup> ★ Status bar<sup>3</sup> ★ File tab<sup>2</sup> ★ Enter<sup>1</sup>

1. Press the Enter key to start a new line in Word document.

2. Print option is present under the File tab.

3. The Status bar shows the detailed information of the document.

4. Window Control Buttons are used to minimise, maximise or restore down and close the window.

5. Zoom slider is used to enlarge and reduce the size of the window quickly.

C. State whether these statements are true or false.

1. Word 2016 window looks like the Paint window.

False

2. Word gives Document1 as a permanent file name.

False

3. The Ribbon contains multiple tabs.

True

4. The ruler is located at the bottom of the Word window.

False

5. In word we can make changes in the document.

True

D. Answer the following questions:

1. Write any one use of Word.

Types letters, stories, reports etc. in a



simple way.

2. What is cursor?

The blinking vertical line in the upper left corner of the text area is the cursor.

3. Name any three components of the Word window.

1. Title bar.

2. Tabs.

3. Ribbon.

4. Write one difference between the uses of Backspace and Delete key.

The backspace key is used to remove the text from the left of the cursor and delete key is used to remove the text from the right side of the cursor.



## TECH TWISTER



Critical Thinking  
Technology Literacy

A. Write the shortcut command for each.

1. To save a document

:

Ctrl+S

2. To open a saved document

:

Ctrl+O

3. To print a document

:

Ctrl+P

4. To close Word

:

Alt+F4

5. To create a new document

:

Ctrl+N

B. Name the following Word components:

1. It is used to move the document up and down.

Scroll bar.



2. It is located below the Quick Access Toolbar and is made up of tab and groups.

*Ribbon*

3. It contains commonly used buttons like save, undo, redo, etc.

*Quick access toolbar*

4. It shows the detailed information of the document.

*Status bar*

## BYTE TASK



Information Literacy  
Technology Literacy

- 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.