

ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartments,
I.P. Extension, Patparganj, Delhi-110092

Session: 2026-2027

Class- III

Subject- Computer

L-3(Word 2016 - An introduction)

Quiz Bee (Pg. 36)

1. File Tab
2. Minimize

Assess Yourself (Pg.39)

1. (✓) the correct option

- a (i) .docx
- b (iii) Title bar
- c (ii) 2
- d (iii) Status bar
- e (i). Ctrl+P

2. Fill in the blanks using the words given

- a Document
- b open
- c vertical
- d file

3.State whether the statement is true or False.

- A F
- B F
- C T
- D T

4. Answer the following Questions:

a. Write any 9neuse of word?

Ans. Word is used to type letters .

b. Write down the steps to create word document in Word 2016 ?

Ans. To create Word document, follow the given steps:

- 1 Click on the File tab.
- 2 Select the New option.
- 3 Click on the blank document.

c. Write down the steps of save document in word 2016?

Ans. To save a document , follow these steps:

- 1 Click on File tab.
- 2 Select the Save As option.
- 3 Select This Pc option and click on browse option.
- 4 Select the location of the file.
- 5 Type the desired name for your file in the file name box.
- 6 Click on Save button.

5. Application Based questions.

2	3
1	5
4	