

ASSIGNMENT

SUB: COMPUTER

CLASS: THREE

CHAPTER: 3

(WORD PROCESSOR - AN INTRODUCTION)

*-: To be done in the book itself: -*

Fill in the blanks: (Page No:39, Ex: - A)

1. Ans: Application

5. Ans: Tabs

State True or false: (Page No.39-40, Ex: - B)

5. Ans: False

Application based Questions: (Page No.40, Ex: - C)

1. Ans: Title Bar

2. Ans: Click Save button on the Quick Access Toolbar.

Multiple Choice Questions: (Page No.40, Ex: - D)

1. Ans: Working

2. Ans: New

3. Ans: .docx

4. Ans: Exit

*Continue in your computer copy:*

Q.1) How is Microsoft Word useful for us? (Page No.40, Ex: - E)

Ans: Microsoft word helps us to type, edit, format and print a document using a computer.

Q.3) Which toolbar consists of buttons to access the commonly used commands?

Ans: The Quick Access Toolbar contains buttons for the most commonly used commands

Q.4) Name the components of Microsoft Word window.

Ans: The Microsoft Word window consists of various components such as Title bar, Quick Access Toolbar, Ribbon, Working Area, Rulers, Scroll bar and Status bar.