Bharatiya Vidya
Bhavan's
Vallabhram Mehta Public School
(Vidyashram)Vadodara

54 YEARS

Let noble thoughts come to us from every side-Rigveda, 1-89-i

Class:IX	CHAPTER -7	Subject : FIT

INTRODUCTION TO MICROSOFT WORD

1. Multiple Choice Questions (Tick the correct option) : [½×4 = 2]

(a) The blank space around the edges of the page are called _____ margins.
  (i) page
  (ii) gutter
  (iii) mirror
  (iv) None of these

(b) When the text mode is in overtype mode, the Overtype button gets enabled on the _____ bar.
  (i) Standard
  (ii) Formatting
  (iii) Font
  (iv) Status

(c) The operations of Cut, Copy will transfer the contents to the _____ .
  (i) window
  (ii) clipboard
  (iii) dash board
  (iv) paste board

(d) _____ provide shortcuts to the most frequently used commands.
  (i) Ribbon
  (ii) Office button
  (iii) Quick Access Toolbar
  (iv) Status bar

2. Answer in short : [1× 4 =4]

(a) How can you undo the previous task?
(b) What is a cursor?
(c) What is text wrapping?
(d) Write the use of scroll bar.

3. Explain the following :

(a) See the text and identify the format features applied to it. 2

DAILY ROUTINE

Breakfast
● Bread
● Butter
● Milk
Lunch
● Pulse
● Rice
Dinner
● Vegetable
● Chapati