



Littera Public School

Class -2

Ch. 4 Introduction to Word Pad

Hard word:

1. Introduction
2. WordPad
3. Windows
4. Cursor
5. Ruler
6. Accessories
7. Quick launch toolbar
8. File
9. Control
10. Ribbon
11. Button
12. Document
13. Saved
14. Generally
15. Automatically

Exercise



A. Choose the correct answer.

1. Work area is the white space to type text.
a) Control button b) Work Area
c) Ruler d) Ribbon
2. Ribbon contains the tab and their associated commands arranged in different sections.
a) WordPad b) Quick Launch toolbar
c) Work area d) Ribbon
3. All of these is a part of WordPad.
a) Zoom in & out b) Work Area
c) Ribbon d) All of these
4. Cursor is a small vertical blinking line in the work area.
a) Cursor b) Ribbon
c) Ruler d) Control button
5. Quick Launch toolbar contains some control buttons like save, undo, redo, etc.
a) Ribbon b) Work Area
c) New d) Quick Launch toolbar

B. Fill in the blanks.

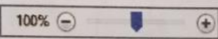
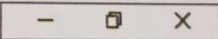
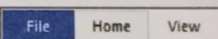
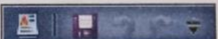

- Save, File menu, Ruler, Cursor, Open**
1. In continuous typing, Cursor automatically comes down to the next line.
 2. Open command is used to open an existing document.
 3. File Menu tab displays a menu of basic commands like open, save and print.
 4. Ruler is used to set the width of a document.
 5. Save option is used to save changes in an existing document.

C. Match the following.

Column-I

1. File menu tab
2. Quick Launch toolbar
3. Control button
4. Zoom in & out
5. Tab

Column-II

- a.  ④
- b.  ③
- c.  ⑤
- d.  ②
- e.  ①

D. Answer the following questions.

1. What is WordPad?

Ans. WordPad is a program for typing letters, stories, notes and poem .

2. Name the parts of a WordPad window.

Ans. The parts of a WordPad window are:-

- a) Quick launch toolbar
- b) File menu tab
- c) Ribbon
- d) Work area
- e) WordPad button
- f) Cursor
- g) Ruler

3. Distinguish between Zoom in and Zoom out.

Ans. Zoom in is used to magnify a document.

Zoom out is used to bring a document into its Original form after Zoon in.

4. Define the following:-

a) Ruler : It is used to set (and view) the width of a document.

b) Work Area : It is the white space to type text.

c) Cursor : A cursor is the small vertical blinking line in the work area.