

Littera Public School

Class -2 Ch. 4 Introduction to Word Pad

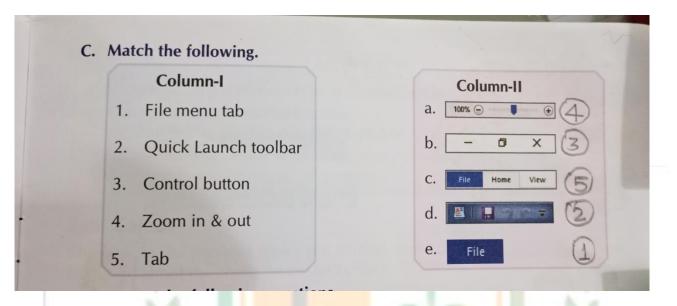
Hard word:

- 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

1. Alork 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 a) Zoom in & out b) Work Area c) Ribbon d) All of these a) Cursor b) Ribbon c) Ruler d) Control button c) Ruler d) Quick Launch toolbar c) New d) Quick Launch toolbar	the second second second			
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c) New () d) Quick Launch toolbar () Fill in the blanks.	Laimch toolbax			5
Fill in the blanks.	a) Ribbon			
	c) New		IICK Launch too	
Save, File menu, Ruler, Cursor, Open	Fill in the blanks.			
	Save, File menu,	Ruler,	Cursor,	Open
1. In continuous typing, Curson automatically comes down to the	next line.			

- 3. File Menu tab displays a menu of basic commands like open, save and print.
- 4. Rules is used to set the width of a document.
- 5. Save option is used to save changes in an existing document.

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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. Distin<mark>guish between Zoom in and Zoom out.</mark>

Ans. Zoom in is used to magnify a document.

Zoom out <mark>is used to bring a document into its Original fo</mark>rm after Zoon in.

4. Define the f<mark>ollowing:-</mark>

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.