

## Grade 4

### Chapter 8

#### Introduction to MS Word 2010

**1.Name the shortcut key to save the files.**

Ans: The shortcut key to save the file is CTRL+S.

**2. Name the shortcut key to make the text bold.**

Ans: The shortcut key to make the text bold is CTRL+B.

**3. Name the shortcut key to open a document.**

Ans:\_The shortcut key to open a document is CTRL+O.

**4.What is the basic use of rulers in a document?**

Ans: Rulers mark the position of words in document.

**5.How will you exit from MS Word?**

Ans: The steps to exit MS Word are:

1) Click on the file tab.

2) Select and click exit .MS Word will get closed or click the close button of the title bar. The window will display a message.

3) Click on Yes if we want to save the document. Otherwise click No .The MS Word will get closed.

**6. Write the functions of the following shortcut keys.**

Ans: **CTRL+S**: It is the shortcut key to save a file.

**CTRL+N**: It is the shortcut key to create a new document.

**CTRL+B**: It is the shortcut key to make the text bold.

**CTRL+U**: It is the shortcut key to underline a text.

**CTRL+I:** It is the shortcut key to make text italic.

### **7.What is a Word Processor? What are the advantages of Word Processor?**

Ans: A Word Processor is a computer software that help us to type text on a computer. The advantages of Word Processor are:

- 1)You can correct spelling mistakes.
- 2)You can also change the order of sentences and paragraphs.
- 3)You can format a text.
- 4)You can count the number of words in your text.
- 5)You can insert a picture in the document.
- 6) You can easily print out your documents.

### **8.Explain the components of MS Word screen.**

Ans: The components of MS Word screen are:

- 1)**Title bar:** It displays the name of document.
- 2)**Quick Access Toolbar:** It contains save ,undo, redo etc.
- 3)**Ribbon:** It contains different tabs and groups.
- 4)**Scroll bars:** It is used to view the document.
- 5)**Rulers:** It makes the position of words in the document.
- 6)**Status bar:** It displays the status of document.

### **9.What is formatting?**

Ans: Formatting means changing the font style, size and color of the text.

### **10.How to start MS Word?**

Ans: The steps to start MS Word are:

- 1)Click on the Start button.
- 2)select and click All programs.

3)Click on Microsoft Office.

4)Select and click Microsoft Office Word 2010.