

 Choose the correct option.

1. Which of the following is a computer program that helps us type letters and reports on a computer?  
 a. Calculator  b. Paint  
 c. Word  d. ScratchJr
2. Which of the following contains tabs and groups?  
 a. Ribbon  b. Quick Access Toolbar  
 c. Title bar  d. Document area
3. Which of the following options is selected from the File tab to save a document?  
 a. New  b. Open  
 c. Save As  d. Create

 Tick (✓) the correct statements and cross (✗) the wrong ones.

1. When you start Word, you get a new blank page.
2. Close button displays the name of the file
3. Word does not allow us to save, open and close a document from the File tab.

 Answer the following questions:

1. What is document area?  
Document area is the white area where we type.
2. What is the use of Close button?  
Close button is used to close Word app.
3. Which icon is used to save a document?  
Save or Save as icon is used to save a document.



## Scratch Your Brain.

21<sup>st</sup> Century Skills #Critical Thinking #Technology Literacy

Rearrange the letters to get the correct words.

a. TSART TTUBON

Start button

b. AVES

Save

c. ORWD

Word

d. BALNK ODUCEMENT

Blank document



## DIY In The Lab

21<sup>st</sup> Century Skills #Flexibility #Technology Literacy

To

Subject Favourite Game

Go to your computer lab and do the following:

1. Open Word from the Start menu.
2. Click on the Blank document to open a new document.
3. Type the following in Word.

My Favourite games!

- a. Cricket      b. badminton      c. Chess

## For The Teacher

- Demonstrate Word features and functions to students.
- Explain different parts of the Word window, their functions, how to open, close and save a document.