**Introduction to MS Word 2016**

### CHAPTER CONNECT

Name the version of MS Word that is installed on your computer.
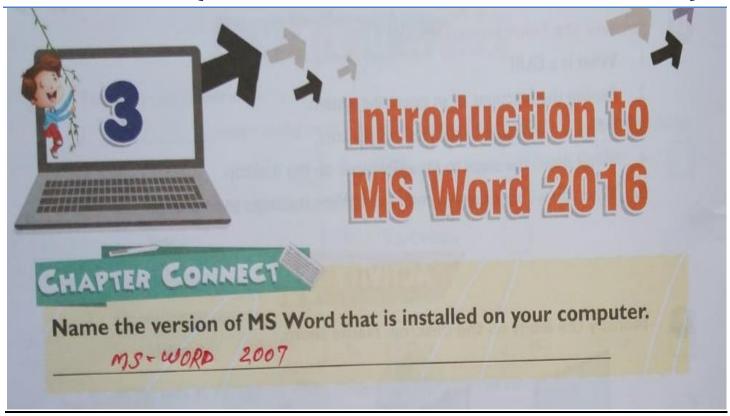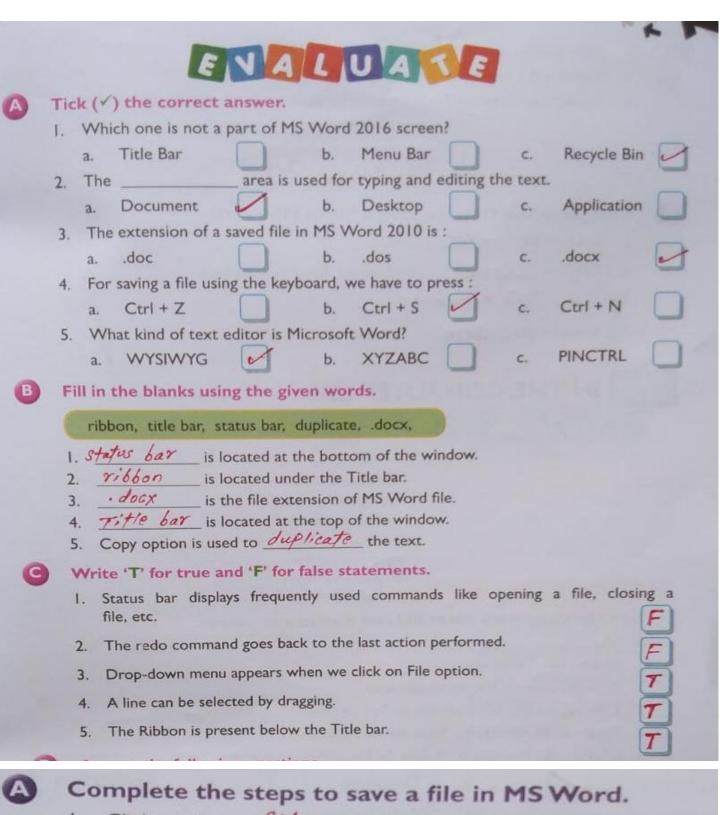
MS-WORD 2007

### Cyber Tid Bits

Microsoft Word is a WYSIWYG (What You See Is What You Get) program, that is, the screen shows exactly how the document will look in a printout.

# EVALUATE

**A** Tick (✓) the correct answer.

1. Which one is not a part of MS Word 2016 screen?

   a. Title Bar ☐    b. Menu Bar ☐    c. Recycle Bin ✓

2. The _____ area is used for typing and editing the text.

   a. Document ✓    b. Desktop ☐    c. Application ☐

3. The extension of a saved file in MS Word 2010 is :

   a. .doc ☐    b. .dos ☐    c. .docx ✓

4. For saving a file using the keyboard, we have to press :

   a. Ctrl + Z ☐    b. Ctrl + S ✓    c. Ctrl + N ☐

5. What kind of text editor is Microsoft Word?

   a. WYSIWYG ✓    b. XYZABC ☐    c. PINCTRL ☐

**B** Fill in the blanks using the given words.

> ribbon, title bar, status bar, duplicate, .docx,

1. _status bar_ is located at the bottom of the window.
2. _ribbon_ is located under the Title bar.
3. _.docx_ is the file extension of MS Word file.
4. _Title bar_ is located at the top of the window.
5. Copy option is used to _duplicate_ the text.

**C** Write 'T' for true and 'F' for false statements.

1. Status bar displays frequently used commands like opening a file, closing a file, etc.    **F**

2. The redo command goes back to the last action performed.    **F**

3. Drop-down menu appears when we click on File option.    **T**

4. A line can be selected by dragging.    **T**

5. The Ribbon is present below the Title bar.    **T**

**A** Complete the steps to save a file in MS Word.

1. Click on the _file_ tab.

2. Click on _Save_ .The Save As dialog box appears.

3. Type a _file name_

4. Click on the _Save_ button.

## QUESTIONS AND ANSWERS:

1. **Write the steps to open MS Word 2016?**

   Microsoft Word 2016 is a word processing application that allows you to create a variety of documents, including letters, resumes, and more.

   **Step to open ms word:**

   Step:1) open your computer system.

   Step:2) click on the search option which is in the corner or I'm the bottom of the screen.

   Step:3) type "Microsoft word" in the search option.

2. **Briefly explain the parts of Microsoft word window?**

   The basics of the parts of Microsoft Word window:
   - Title bar. This displays the document name followed by a program name.
   - Menu bar. This contains a list of options to manage and customize documents.
   - Standard toolbar.
   - Formatting toolbar.
   - Ruler.
   - Insertion point.
   - End-of-document marker.
   - Help.

3. **How is Undo command different from a redo command?**

   **Undo** is a command used to undo the last action means revert back to the previous stage.

   **Redo** command is used to repeat the previous or last action.

4. **Mention the steps one has to follow to print a document?**
   - Click on File.
   - Click on Print.
   - Select your printing options.
   - Click on Print or OK.

5. **Explain the three methods that can be used to save a document?**

   You can save the document in Microsoft word in three ways:

   1. You can save by clicking File on top left corner and then click save as.

   2. You can also save by just pressing Ctrl + S.

   3. Press F12 and then browse the location where you want to save.