

CLASS NOTES

Class: III

Subject: Computer

Topic: Chapter-7 Microsoft Word 2013

(To be done in Computer text book: Pg No: 57)

A. Fill in the blanks:

1. To create a new document, click on the New option.
2. To print a document, press the ctrl+p keys.
3. To save a document, press the ctrl+s keys.
4. To exit Microsoft Word, click on the close button.
5. To align the text and images, use ruler .

B. Match the columns.

1. Quick access toolbar	a. Move pages up and down
2. Ribbon	b. Displays information, such as number of pages.
3. Vertical scroll bar	c. Measures width of a document
4. Horizontal ruler	d. Contains different commands
5. Status bar	e. Direct access to the options Undo and Redo

1. E; 2. D; 3. A; 4. C; 5. B;