Class: 3   Subject: Computer   Time: 45mins   F.M=20

1. Answer the following: [12]

   a) How is Microsoft Word useful to us?   [3]
   b) How will you save a file in MS word?   [3]
   c) Which toolbar consists of buttons to access the commonly used commands?
                                                                             [3]
   d) Write steps to start MS Word   [3]

2. Fill in the blanks: [6]

   a) Microsoft word is an _____ software.
   b) The _____ are divided into groups that contain related commands.
   c)   The _____displays the name of the current document and application.
   d) The shortcut key to close a document is _____.
   e) To close the Microsoft Word application, click on File tab and select the _____option.
   f) The _____ displays the page number, number of words etc. in a document.

3. State True or False: [2]

   a) The Quick Access Toolbar contains the buttons for saving a document_____
   b) The Quick Access Toolbar is placed below the Title bar_____.

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