WORKSHEET NO:- 4

Subject :- Information Technology

Class – IX

Chapter – Digital Documentation – Part 1

Fill in the blanks

1. The process of preparing a document is called _____

2. _____ is a piece of hand-written, printed or electronic matter that provides information or evidence or that serves as an official record.

3. For creating a document on computer, we need a special type of software program _____

4. The creation, editing, formatting, storage and printing of documents using a word processing application is termed as _____

5. One example of Word processing software is _____

6. _____ is the most popular and most widely used word processing software.

7. _____ appears in the upper-left corner of the MS Word.

8. View toolbar contains _____ views buttons.

9. Status bar appears at the very _____ of the word window.

10. _____ toolbar provides you with access to commands you frequently use.

11. _____ bar displays title of the document.

12. _____ is located below the Quick Access toolbar.

13. The vertical _____ enables us to move up and down the document.

14. _____ to change the format of your document quickly.

15. The big white area below the ruler is called _____

Answers

1. documentation

2. Document

3. Word-processor

4. word processing

5. Open Office

6. Microsoft Word

7. Office button

8. 5

9. Bottom

10. Quick access toolbar

11. Title bar

12. Ribbon

13. Scroll bars

14. Ruler

15. Text area