

ST.THOMAS SCHOOL DHURWA,RANCHI

Class -3

Ch-3 WORD PROCESSOR

sub-CTA

Q1.Fill in the blanks.(write in book)

- a) Softcopy
- b) Documents
- c) Text
- d) Save
- e) Save As
- f) Text and images
- g) cursor

Q2. Define

- a) Text-Typed letters ,characters, numbers or special characters are known as 'Text'.
- b) Softcopy- Contents that are saved in the computer memory are said to be in soft copy.
- c) Documents- Text or contents kept in a file in an organized way is known as 'Documents'.
- d) Cursor- The blinking vertical line(which looks like I) in a document is known as the insertion point or cursor.

Q3. What do you mean by Save ?

Ans. 'Save' option helps to save a new document with a specific name in a specific location.

Q4. What is a 'Word Processing' package?

Ans. A word processing package enables us to type texts, make the required changes in it and save the contents.

Q5. How will you close MS Word ?

Ans. Click on (x) button from the 'Title bar'.

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