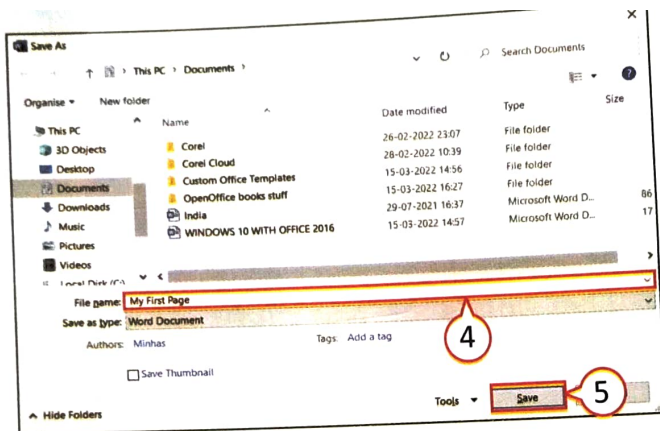




Word saves the file and the new name appears on the Title bar.

Save As dialog box appears.

4. In the File name text box, type a name for the file.
5. Click on Save.

Now I Know!

CHECKLIST

After reading the chapter, I know these points:

Agree Disagree

- Word is a word processing program used for creating documents. ☒ ☐
- We can enter text in Word with the help of keyboard. ☒ ☐
- The text must be selected before making any change in it. ☒ ☐
- We can change the style, size and color of the text in Word. ☒ ☐



Self-Evaluation

A. Tick [✓] the correct answer.

1. program is used to type letters, words and sentences.

a. Word



b. Paint



c. Tux Paint

2. bar displays the name of the current document.

a. Title



b. Menu



c. Status



3. The text appears darker if we use option.

a. Italic



b. Bold



c. Underline



Write 'T' for True and 'F' for False statements.

1. Ribbon displays groups of related commands in tabs.



2. To select a word, triple click on it.



3. The text appears slanted when we use Bold option.



4. Storage is the process of saving work permanently.



Fill in the blanks.

1. T I T L E B A R is the topmost bar in Word window.

2. C U R S O R is a flashing line on the screen.

3. We can D E L E T E the text that is no longer needed.

Answer the following questions. (omit)

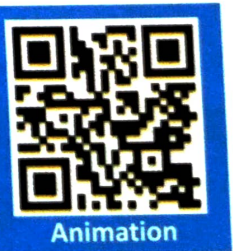
~~1.~~ Which option is used to make the text darker?

~~2.~~ Which feature is used to displays groups of related commands in tabs?

Application-based Question

Creativity Skill

Nidhi typed a rhyme in Word. She wants to keep it in her computer for future use. But she does not know how to do it. By which feature can she do so? Help her.



Animation

Save feature.

Lab Activity

Complete the following lines. Type them in Word and save the file as 'M

I am (Student's name).

I am (age) years old.

The name of my school is S. V. V.

I am in class II.

(Name) is my best friend.

I live in Surat.

I like to eat Pizza.

I like to play games.



Skill Formation

This activity develops self-awareness and enhances fine motor skills of students.

Subject Integration

English

Students will be able to complete a few lines about themselves and then type the same.