

## COMPUTER

### CLASS- 3 LESSON- 5 Book Q Page- 40

#### A. Question and Answers:

1) Write the steps to open Microsoft Word.

Ans: The steps to open Microsoft Word are as follows:-

- i. Click on the start button
- ii. Click on all programs  
Click on Microsoft Office
- iii. Click on Microsoft Word.

2) List the different components of the Microsoft Word window. Explain anyone.

Ans: The components of the Microsoft Word window are as follows:-

- i. Title bar
- ii. Ribbon
- iii. File tab
- iv. Document area
- v. Status bar
- vi. Scroll bar

TITLE BAR: The title bar is a horizontal at the top of the Word window. It displays:

- The name of the document (Document 1)
- The software name (Microsoft Word)

3) How can you open a document saved in Microsoft Word?

Ans: To open a document save in Microsoft Word –

- i. Click on the file tab
- ii. Click on the open option. The open dialog box appear
- iii. Select the document
- iv. Click on the open button.

4) Write the steps to close a Word document.

Ans: The steps to close a document are as follows –

- i. Click on the file tab
- ii. Click on the close option from the menu. If the document was not saved earlier a message box will appear asking to save it
- iii. Click on the save to save changes otherwise click Don't save click on cancel to go back to document.

5) Write the steps to delete text in Microsoft Word.

Ans: The steps to delete text in Microsoft Word are –

- i. Select the text
- ii. Press the deleted key from the keyboard. The selected text will disappear from the document.

#### LESSON -3 EXTRA Q AND ANS

1. What is word processor?

Ans –A word processor is software that is used to create documents such as letters, lists, poems etc.

2. Name three Word Processor software?

Ans – i) Microsoft word

ii) Libreoffice writer

iii) Note pad

3. What are the components of the Microsoft word?

Ans – The components of Microsoft word are – the title bar, ribbon, file tab, document area, status bar and scroll bar.

4. What is a title bar? Write the function?

Ans – A horizontal bar at the top of the word window is called title bar. It displays – i) The name of the documents (document). ii) The software name (Microsoft word).

5. What is document area?

Ans – Document area is a blank space where we type text.

6. What is the function of view button and zoom slider of status bar?

Ans – The view button help in viewing a document in different ways. The zoom slider increases or decreases the viewing area.

7. What do you mean by editing?

Ans- Editing a document means making changes to saved text in it. It includes selecting, inserting and deleting text.

8. What is a cursor?

Ans – A small blinking vertical line in the document area is called cursor. It indicates the place from where we can start typing.