**Year 4**

**Microsoft Word Worksheet – 1**

1. MS Word is \_\_\_\_ software.

a) Web browser

b) Word processing

c) Operating system

d) Antivirus

2. The file extension of a Microsoft word file is \_\_\_\_\_\_\_\_\_\_\_\_\_

a) .exe b) .docx c) .png d) .jpeg

3. Bold, Italic, Regular are known as  
 a) font styles  
 b) font effects  
 c) word art  
 d) text effects

4. Under what tab can you find the page color, page border and watermark?

a) Insert

b) Home

c) Design

d) Page Layout

5. For creating a document, you use \_\_\_\_\_\_\_\_\_\_\_\_ command at file menu.

a) open

b) close

c) new

d) save

6. When you are typing the text in a document, you would need to hit the enter key at the end of every \_\_\_\_\_\_\_\_\_\_\_\_.

a) Line

b) Sentence

c) paragraph

e) Word

7. Times New Roman, Comic Sans and Calibri are called\_\_\_\_\_\_\_.

a) Fonts

b) Variations

c) Font sizes

8. What is the function of this key?

a) paste

b) copy

c) delete

d) undo

9. What is the name assigned to a file when it is saved?

a) document title

b) file name

c) file title

d) document name

10. What property is used to control the way text is positioned around a graphic in a document?

a) text orientation

b) text margin

c) text wrapping

d) text tight

**Answers**

1. Word processing

2. .docx

3. font styles

4. design

5. new

6. line

7. fonts

8. undo

9. file name

10. text wrapping