



**CLASS - II COMPUTER SCIENCE NOTES OCTOBER**

**Chapter - 4: WORKING ON WORDPAD**

**A. Tick the right option:**

1. Word pad is a program used to:

**(b) Type text**

2. Which bar display Quick Access toolbar?

**(b) Title bar**

3. What is the small blinking line that tells us the point from where we can start typing called?

**(a) Cursor**

4. Which option is used to italicize the text?

**(b) I**

5. You can save a document with different name using an option:

**(b) Save As**

**B. Fill in the blanks using the given words.**

1. **Alphabet Keys** are used to type our name.

2. Most commands are grouped together in the **Ribbon**

3. Enter Key takes the **Cursor** to the beginning of the new line.

4. You can change the appearance of the typed text by changing its **Font**.

5. To quit Word pad, select **Exit** option from the File menu.

**C. Write 'T' for true and 'F' for false statements.**

1. Word pad software is used for drawing on the computer. **F**

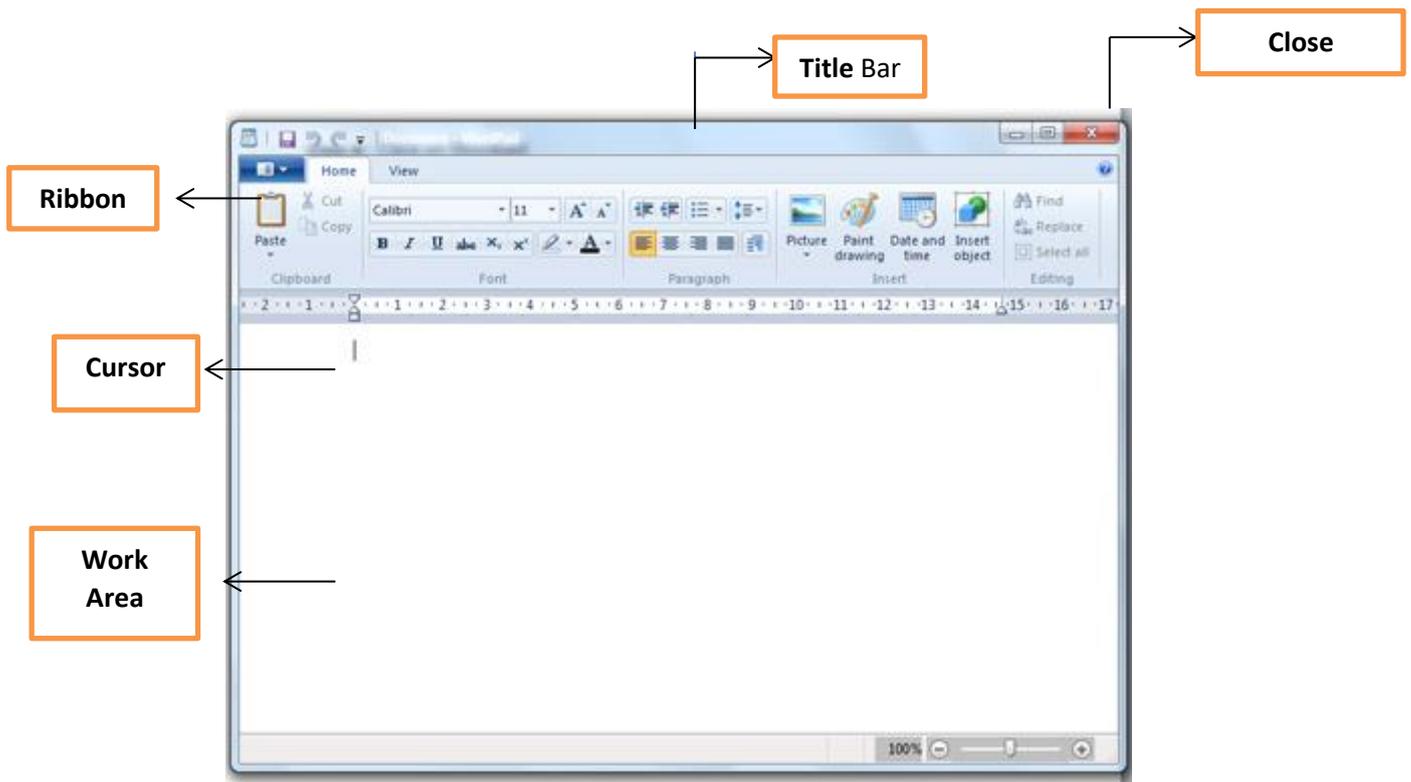
2. Save command is used to save a file. **T**

3. In Ribbon, commands are arranged in groups in Word pad. **T**

4. The Work area is used to type the text. **T**

5. We can click on the Close button to exit the Word pad program. **T**

#### D. Mark the given option in the Word pad window



WordPad Window

#### E. Answer the following questions.

1. What is the use of Word pad?

Answer: WordPad is used to type letters, stories and essays in a simple way.

2. Name the bar present on the left of the Title bar in WordPad.

Answer: Quick Access Toolbar is present on the left of the Title bar in WordPad.

3. What is font?

Answer: A font is a graphical representation of text. It has different size, style, colour, or design.

4. Write the steps to save the a file in WordPad program.

Answer:

Step1: Click the **File** tab.

Step2: Click **Save** option.

Step3: Type name in the **File name** box.

Step4: Click on the **Save** button.