

Chapter 6 Understanding MS Word

I. Answer the following questions:-

1. What is the use of MS Word?

Ans. Ms Word is a word processing software used to type letter, stories, reports etc.

2. Which command is used to save a file?

Ans. Save command is used to save a file.

3. Which tool in the toolbar consists of button to access the commonly used commands?

Ans. Quick access toolbar consists of buttons to access commonly used commands.

4. How many scroll bars are there in MS Word Window? Name them.

Ans. There are two scroll bars in MS Word window.

1. Vertical scroll bar
2. Horizontal scroll bar