



Brain International School

Recognised Senior Secondary School, Affiliated to CBSE
Vikas Puri, New Delhi

Chapter – 3 F.I.T Worksheet

NAME: _____ CLASS : II - _____ DATE: _____

Ques. 1 Fill in the blanks with the correct option given below.

Word , Software , pictures , Close , Title , Ruler

1. _____ is a component of Word 2016 windows.



2. _____ bar shows the name of the program and the document name.



3. To exit word select the _____ option from the File tab.

4. Word 2016 is a word processor _____.



5. Word is an app to draw _____.

Ques 2. Write the shortcut keys for the following.

1. To save a document - _____

2. To print a document - _____

3. To close a document - _____

4. To open a document - _____

5. To copy the text - _____



Ques 3. State whether these statements are true (T) or false (F).

1. In word 2016 we can make changes in the document.

2.The ribbon contains multiple tabs.

3.To open the saved file, select Open option from the file tab.

4. Zoom Slider is a component of word 2016 windows.

5. The ribbon contains multiple tabs.

Ques 4. Answer the following questions.

1. What is a cursor?



2. Write the uses of Word 2016.

3. Define Word 2016.


