

CLASS 2

LESSON 7: USING WORDPAD

1. Write the name of the part of the WordPad window beside the number.

- | | |
|-------------------|-------------------------|
| 1. WordPad button | 2. Quick Access Toolbar |
| 3. Ribbon | 4. Text area |

2. Colour the boxes with related options using the same colour. Use a different colour for each pair of options. One has been done for you.

The related options are:

Name of the document and Title bar

Ribbon and Tabs and groups

Text area and White space to type text

Current position of text and Cursor

3. Here are the steps to open the WordPad window but not in a sequence. Number the steps in the correct order.

Click Accessories.

3

Click the Start button.

1

Click WordPad.

4

Click All Programs.

2

4. Fill in the blanks with the correct word.

a. text

b. cursor

c. Backspace, Delete

d. WordPad

e. Close

5. Put a tick (✓) in the box if the given statement is correct and a cross (✗) if it is wrong.

a. ✗

b. ✓

c. ✓

d. ✗

e. ✓