

SINIYA MALHOTRA

Roll no: 1581

Section (2 marks each)

Q1° Top To Bottom

- Title Bar
- Quick Access Bar
- Ribbon
- Status Bar
- Menu Bar

Q2° The importance of Help Menu in MS word is

⇒ The help Menu helps the user

Q3°

1] False

2] True

3] False

Q4°

New Command	(Ctrl + N)
open	(Ctrl + O)
Save	(Ctrl + S)
Print Preview	(Ctrl + P)
Print	(Ctrl + P)