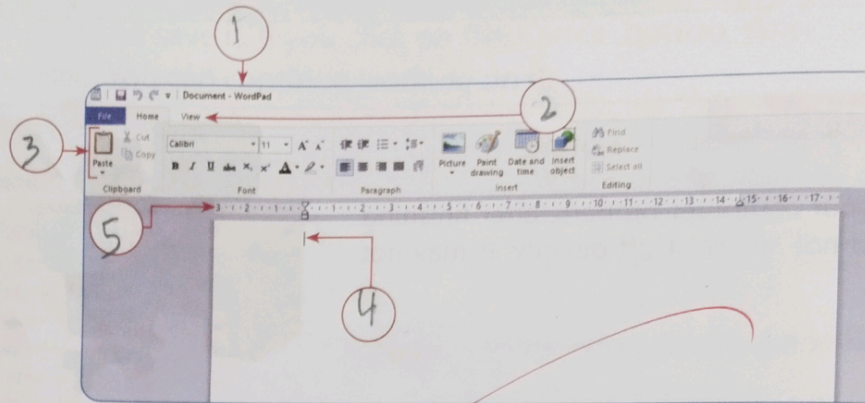




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QUICK CHECK

Skills Covered: Observation, Critical and logical thinking, Analytical thinking, Identification

A. Label and Number: Label the main parts in the WordPad with the correct number.

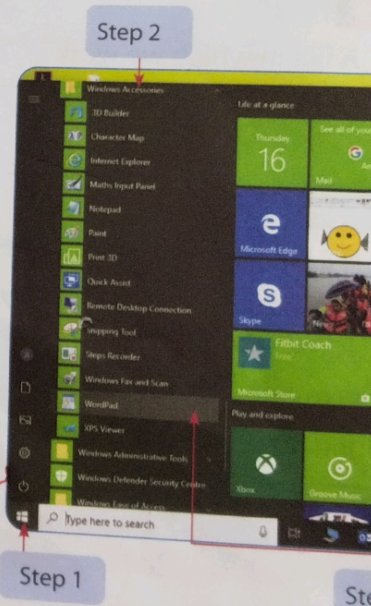


- | | | |
|--------------|-------------|-----------|
| 1. Title Bar | 2. Menu Bar | 3. Ribbon |
| 4. Cursor | 5. Ruler | |

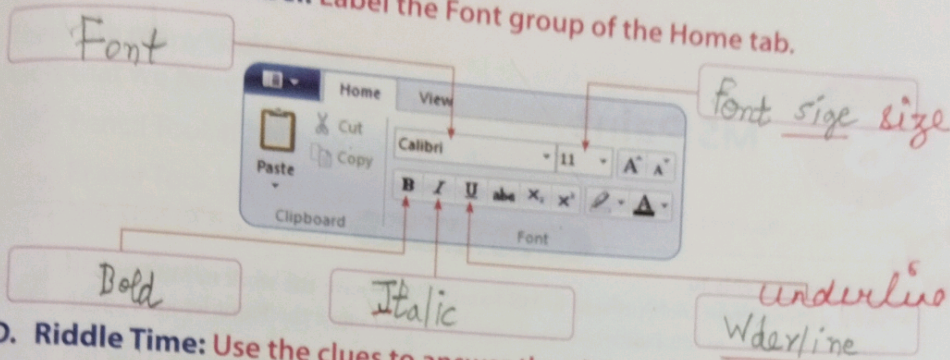
B. Observe and Write: Observe the picture carefully and answer the questions that follow.

1. Have a look at the steps marked. Can you identify the process?
2. Complete the following steps.

To open start window, click on the Windows Accessory Wordpad



c. Observe and Label: Label the Font group of the Home tab.



D. Riddle Time: Use the clues to answer the given riddles.

1. I change characters to italics. Who am I? I talic
2. I contain tabs. Who am I? M ena Bar
3. I enable you to set tabs and measure margins. Who am I? R ules
4. I display the name of the current document. Who am I? T itle Bar

THINK AND WRITE

Skills Covered: Critical and logical thinking, Applicative thinking, Memorisation

Answer the following questions.

1. Write any two uses of WordPad.
2. Can you open an existing file in WordPad? If yes, write the detailed steps.
3. Why do we need to change the style and size of the text we type?

APPLY YOUR LEARNING

[HOTS]

Suhana is using WordPad program for the first time. She wishes to learn about some options of WordPad. Help her in encircling the right option.

1. I am used to save a file.  ☒  ☐
2. I am used to print a file.  ☒  ☐

Skills Covered: Observation, Memorisation, Analytical thinking, Critical thinking, Brainstorming

INK AND LEARN

[Integrated Learning]

Open WordPad and type any poem that you have learnt in the class. Make the text attractive by using font, font size and style of your choice.

[ICT - English]

Skills Covered: Applicative thinking, Critical and logical thinking, Observation

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Typing in Wordpad

Q1 Write any two uses of Wordpad?

Ans ~~Wordpad~~ program used to process format and store document like letter, menus and reports.

Q2 Can you open an existing

Writing
There is more water than

ter bodies like

file in Wordpad? if
yes, write the detailed
steps?

Ans Yes we open a existing
file in wordpad are:

- a Click on the file tab.
- b Click on the open
option.
- c click on the desired
file.

Writing

There is more water than

1 Click on the open button
to open the file.

Q3 Why do we need to change
the sty and size of
the text we type?

Ans We change the style and
size of text we type
to make it look neat
and easy to read.

~~28/12~~ **