

National Institute of Open Schooling
Senior Secondary Course : Data Entry Operations
Lesson 3 : Basics of Word Processing
Worksheet - 3

1. Sita needs to open an existing document which is in her system. Mention the steps to be followed for opening an existing document.
2. Ritvik wishes to save the document with another name. Suggest the steps to be followed for achieving the task.
3. Tarun wants to customize the Quick access toolbar and want to add the options New and Open to it. Mention the steps to be used for customizing the Quick access tool bar.
4. Kavita prepared a document titled 'My Aim'. Her friend requested her to share the document. But, she does not want her friend to modify the content. How can she achieve this?
5. Ayaan has completed his assignment and submitted to his teacher. His teacher reviewed his assignment and gave her comments in the document. What is the name of the feature his teacher might have used? How she might have added her comments?
6. Akshita has created a file in MS Word. To protect the document from unauthorised access she used passwords to save and modify the file. Now she thinks that someone has access to these passwords. Write the steps which Akshita should follow to change the passwords.
7. Write the steps to print first four pages of a Microsoft Word document file using Back to Back printing.
8. Adi wants to write an article on MS Word. Write down the steps for the following tasks:
 - i) He wants to use new words to make it more impressive. Help him in replacing the words with the suitable synonyms.
 - ii) He wants to save the file in drive D.
9. Vikram is writing an article on 'Save Trees'. Help him to do the following using shortcut keys:
 - i) Align text to 'Justify'.
 - ii) Make the heading BOLD and UNDERLINED.
 - iii) Replace any word in your document with another word.
 - iv) Save the file.

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10. Write down the steps for printing a document's multiple pages in a single sheet of paper?