

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

1. Rohit wants to create a new document. Mention the steps for him to create a new document.
2. Neema forgot the document's name she was working few days before. -Suggest the steps to find the document.
3. The document titled as "**Worksheet 3**" has to be printed. Write the steps to be followed for printing second page of the document.
4. Aakash was working on his school projects. He referred five word documents and prepared his school projects. While working he finds very difficult in viewing the other documents. Suggest the steps for arranging the documents and viewing them properly.
5. Praveen has received one document from his friend. He wishes to edit the document. While editing he wants to make sure that his editing part should be displayed in different colour. Write the name of the feature he has to use for doing the task.
6. You have protected one of the documents by setting a password to it. How will you modify the password?
7. Renu is working on a new document. Suggest her the steps for saving the document?
8. How will you close the file in which you are working?
9. Rohit is working on a document '**Pandemic**'. Help him to do the following using shortcut keys:
  - i) Select the entire document
  - ii) Copying few words in a document.
  - iii) Align the text to "**Left**"
  - iv) Find the particular word.
10. Priya wants to write an article on MS Word. Write down the steps for the following tasks:
  - i) She wishes to double underline the article's title.
  - ii) She wants to check the spelling and grammatical mistakes in the document.