

# WORKSHEET

## 2

**Answer the following Questions :**

**1. Define the following terms:**

(a) Booting

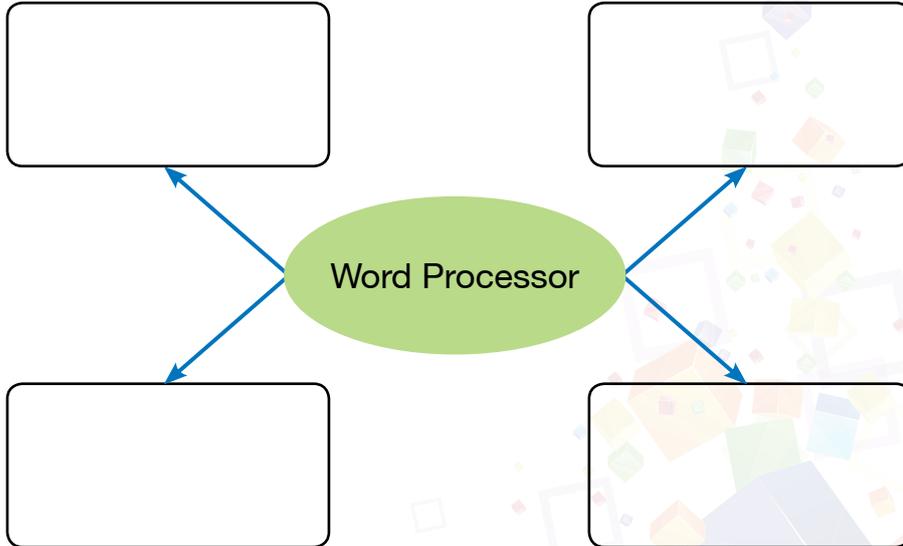
(b) Operating System

(c) Desktop

(d) Icons

(e) Word Processor

**2. State four features of Word Processor.**



**3. Write the steps to start MS Word 2007.**

The form consists of three identical vertical sections. Each section has a large blue rectangular box at the top for a step number and a smaller light blue rectangular box below it for the description of the step. Green arrows point downwards between the sections, indicating a sequence of steps.

#### 4. Answer the following in one word:

(a) Popular window based word processor

(b) Button which replaced File Menu

(c) Toolbar which holds frequently used commands

(d) Displays information about the current document

(e) Extension of MS Word 2007

(f) Displays the title of the document

(g) Process of running current operating system

(h) This screen contains files, folders, shortcuts etc...

(i) Long horizontal bar at the bottom of the screen contains start button.

(j) Picture displayed on the desktop screen

(k) It acts as a bridge between hardware and user.

