



ICT

Class VI

Chapter 4: Word Processing

Revision Test

Time: 20 minutes

Marks: 10

Write the answers of the following questions.

1 × 10 = 10

1. What is Open Office Writer?
2. What is word processing?
3. What is the importance of word processing in ICT?
4. Which software company developed Microsoft Word?
5. What is the main difference between normal writing and word processor?
6. How will you get a blank space in MS Word?
7. What will you do to start a new paragraph?
8. Where do you click to close a file using office button?
9. What is needed to press to type in capital letters?
10. Where do you click to open an old file using office button?