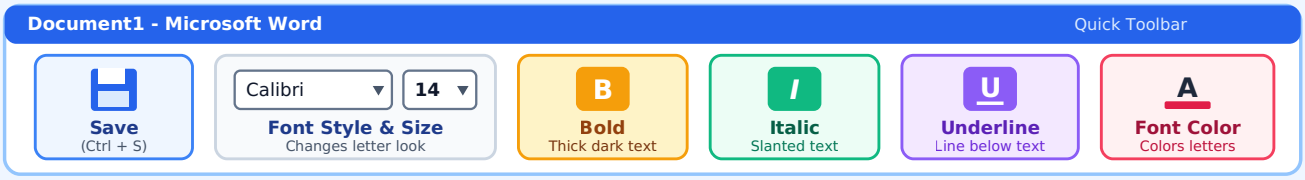
MS Word Basics for Beginners

Grade 3–6 Computer Science Practice Worksheet • Word Processing Skills

TOTAL SCORE ___ / 20

Name: _____ **Class / Grade:** _____ **Roll No:** _____ **Date:** _____

VISUAL GUIDE: INSIDE THE MS WORD HOME RIBBON & QUICK ACCESS BAR



Section A: Multiple Choice [4 Points • 1 Mark Each]

Fill in or tick the circle next to the single best answer for each question.

1. What kind of computer program is Microsoft Word?

- ○ A) Drawing and painting game
- ○ B) Word processing software
- ○ C) Music player app
- ○ D) Web browser

2. Which tool button makes your selected letters look thick and dark?

- ○ A) Italic [I]
- ○ B) Underline [U]
- ○ C) Bold [B]
- ○ D) Font Size

3. What is the blinking vertical line on the white page called?

- ○ A) Cursor
- ○ B) Ribbon
- ○ C) Scroll bar
- ○ D) Title bar

4. Which keyboard shortcut is used to save your MS Word document quickly?

- ○ A) Ctrl + P
- ○ B) Ctrl + B
- ○ C) Ctrl + Z
- ○ D) Ctrl + S

Section B: Fill in the Blanks [4 Points • 1 Mark Each]

Choose the correct word from the Word Bank below to complete each sentence.

WORD BANK

Ribbon | Backspace | Italic | Title Bar

5. The _____ sits at the very top of the window and shows your document name.
6. Clicking the _____ button makes your typed words slant gently to the right.
7. The wide strip at the top holding tabs like Home, Insert, and Design is called the _____.
8. Press the _____ key on your keyboard to erase a letter to the left of the cursor.

Section C: Match the Columns [4 Points • 1 Mark Each]

Write the matching letter (A, B, C, or D) from Column B inside each square box.

Column A (MS Word Feature)	Answer	Column B (What It Does)
9. Underline [U]	☐	**A.** Starts typing on a brand new line
10. Enter Key	☐	**B.** Makes letters bigger or smaller
11. Font Size	☐	**C.** Draws a straight line under words
12. Spacebar	☐	**D.** Adds a blank gap between two words

Section D: True or False [4 Points • 1 Mark Each]

Read each sentence carefully and circle either TRUE or FALSE on the right.

13. You can change the colour of your typed text in Microsoft Word.	TRUE	FALSE
14. Pressing **Ctrl + Z** is used to print your page on paper.	TRUE	FALSE
15. You must select (highlight) text before changing its font style or size.	TRUE	FALSE
16. Microsoft Word only lets you type numbers and cannot insert pictures.	TRUE	FALSE

Section E: Short Answer & Brain Teaser [4 Points Total]

Write neat, clear answers on the dotted lines below.

17. Name any two things you can create using Microsoft Word. (1 Mark)

.....

.....

18. Why is it important to save your MS Word file before closing the computer? (1 Mark)

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Bonus Brain Teaser: Spot the Toolbar Tools! (2 Marks)

Sara typed her school project heading: ***My Science Fair***. Look closely at how the words are styled! Which **three** formatting buttons did Sara click on the Home Ribbon?

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Teacher & Parent Answer Key

MS Word Basics for Beginners • Complete Grading Guide (Total: 20 Points)

Section A: Multiple Choice (4 Points — 1 Mark Each)

1. **B) Word processing software** — MS Word is designed for typing, editing, and formatting text documents.
2. **C) Bold [B]** — Bold makes selected letters thicker and darker so headings stand out.
3. **A) Cursor** — The blinking vertical line shows where your next typed letter will appear.
4. **D) Ctrl + S** — Pressing Ctrl + S saves your document immediately.

Section B: Fill in the Blanks (4 Points — 1 Mark Each)

1. **Title Bar**
2. **Italic**
3. **Ribbon**
4. **Backspace**

Section C: Match the Columns (4 Points — 1 Mark Each)

1. **9 → C** (Underline [U] draws a straight line under words)
2. **10 → A** (Enter Key starts typing on a brand new line)
3. **11 → B** (Font Size makes letters bigger or smaller)
4. **12 → D** (Spacebar adds a blank gap between two words)

Section D: True or False (4 Points — 1 Mark Each)

1. **TRUE** — You can use the Font Color [A] tool to colour letters.
2. **FALSE** — Ctrl + Z is used to *Undo* your last action (Ctrl + P is for Print).
3. **TRUE** — Selecting/highlighting tells MS Word which letters to format.
4. **FALSE** — You can insert pictures, shapes, tables, and charts from the Insert tab.

Section E: Short Answer & Brain Teaser (4 Points Total)

1. **(1 Mark)** Any two valid examples such as: *letters, stories, school essays, homework reports, poems, invitations, or timetables.*
2. **(1 Mark)** Saving keeps your work stored safely on the computer so you do not lose what you typed when you close the program or turn off the computer.
3. **Bonus Brain Teaser (2 Marks):** Sara clicked **Bold [B]**, **Italic [I]**, and **Underline [U]** (award 2 marks if all three are named, or 1 mark for two correct tools).