

I. Help Mitesh to write down components of the Word 2019 Screen.



The image shows the Microsoft Word 2019 ribbon with four empty boxes for labeling components:

- Box 1: Points to the top ribbon area (File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, Help).
- Box 2: Points to the Font group (Calibri (Body), 11, A, A, Aa, A).
- Box 3: Points to the Paragraph group (B, I, U, abc, X, X').
- Box 4: Points to the Styles group (AaBbCcDd, AaBbCcDd, AaBbCc, AaBbCc, AaB, AaBbCcD, AaBbCcD).

II. Shalini has to change the font size of five text strings on a page. Which method would be the fastest for this?

1. Select each text string one by one
2. By pressing the Ctrl Key
3. By pressing the Shift key



III. Fill in (or draw) the missing terms in the Ribbon.

The image shows the Microsoft Word 2019 ribbon with several empty boxes for labeling components:

- Box 1: Points to the File tab.
- Box 2: Points to the Insert tab.
- Box 3: Points to the Clipboard group (Paste, Copy, Cut, Format Painter).
- Box 4: Points to the Font group (Calibri (Body), 11, A, A, Aa, A).
- Box 5: Points to the Paragraph group (B, I, U, abc, X, X').
- Box 6: Points to the Styles group (AaBbCcDd, AaBbCcDd, AaBbCc, AaBbCc, AaB, AaBbCcD, AaBbCcD).