

J&K POLICE PUBLIC SCHOOL

MIRAN SAHIB JAMMU

CLASS-9TH

Time 01 hr.

IT(402)

SUMIT BALI

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ASSIGNMENT -01

Q1 What is word processing? Name some word processing Softwares?

Q2. Write the steps to save a document?

Q3 Write shortcuts:

a) Save

b) Open

C) Print

Q4. Name the eight tabs & their groups?

Q5 Write steps to Bold,Italic & Underline Text?

Q6 Write steps to check spelling & Grammar option?

Q7 What is Thesaurus option? Write steps to use it?

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