Marriott School
Computer 1

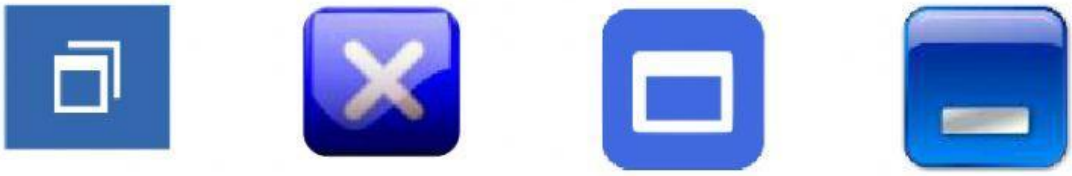
SEATWORK#1 Opening, Saving, and Closing MS Word

I. Click on the correct answer.

1. It is the Microsoft Word icon.



2. It is the button to close or to exit the MS Word.



3. To type in ALL capital letters.



4. It is a computer file that contains text that we wrote.

document | text | worksheet | slide

5. It is the collection of letters or words that we use in MS word.

numbers | document | file | text

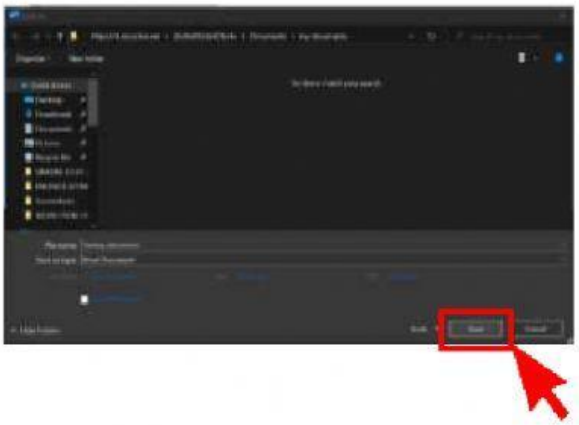
6. It is a word processing software that allows us to type documents, create posters, or make greeting cards using a computer.

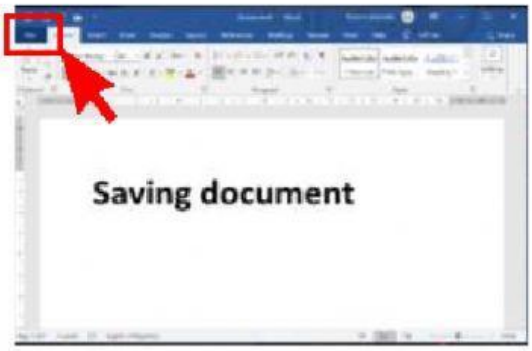
Microsoft PowerPoint | Microsoft Word | Microsoft Paint | Microsoft Excel

LIVEWORKSHEETS

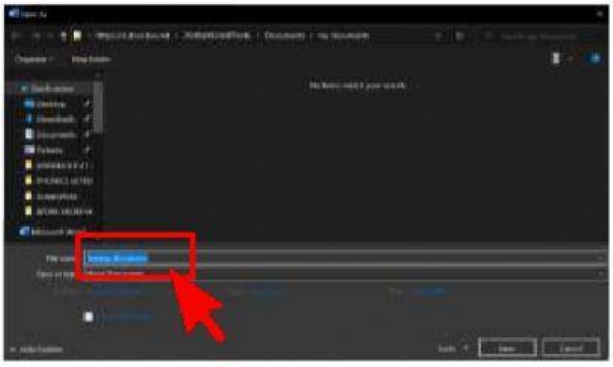
II. **Number the following steps in correct order on how to save a document in MS Word application.**

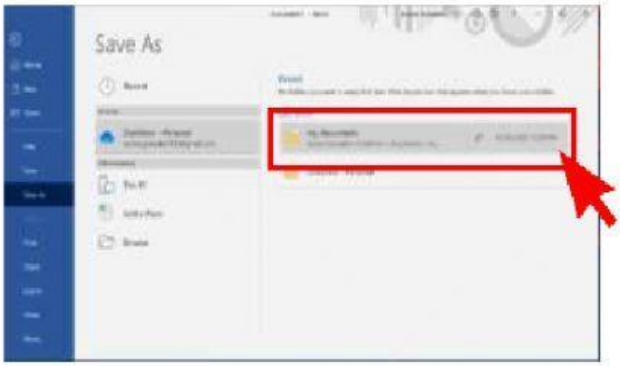












#ICE1125

LIVEWORKSHEETS