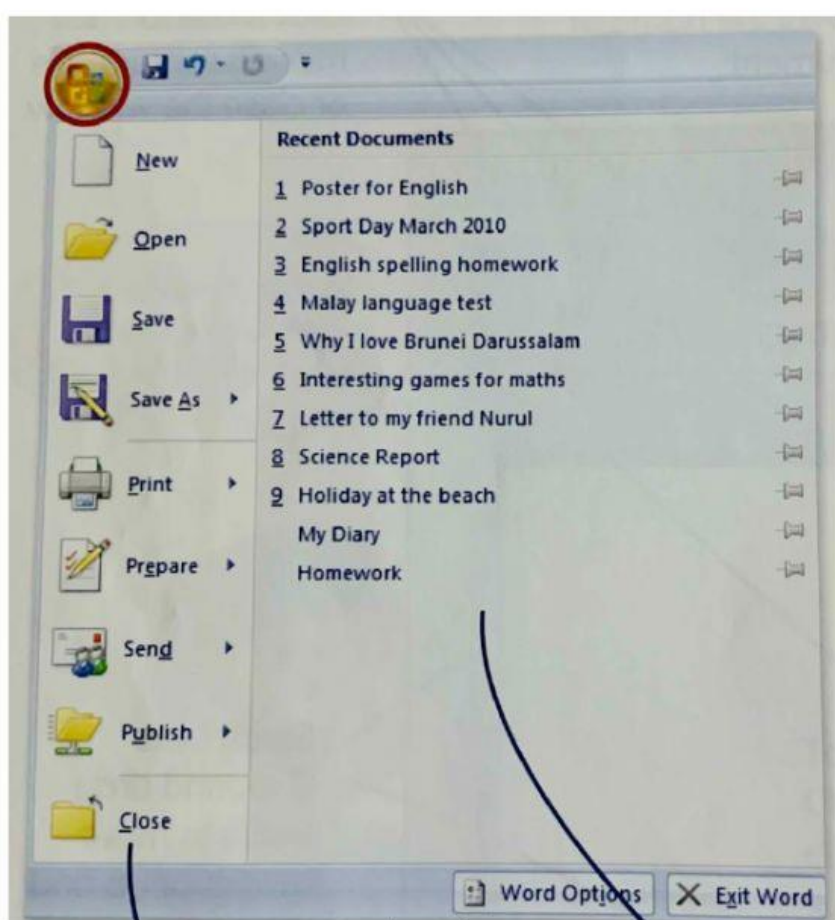


Date:	Tuesday, 01 st March 2022	ICT WEEK 9 TOPIC: The 'Office Button'
Question A: INSTRUCTION: <u>*DRAG* the correct answer and *DROP* on the blank line</u> by referring from your ICT textbook on <u>*page 8*</u> .		

Office button	Recent Documents	recently
left	Menu items	open

1. The _____ lets you _____, save, print, and close documents.



2.

3.

4. The _____ side has menu items that are often used on Microsoft Word.

5. The right side lists the _____ opened documents.