

Worksheet 1

Grade3

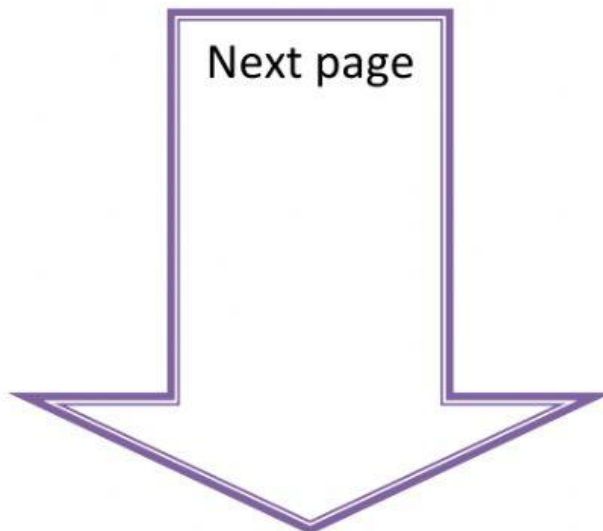
Revision: Unit 3: Microsoft Word Pages 30-35

1. Drag the correct word to complete the blanks:

keyboard – location – word – formatting - search– mouse – line – Enter

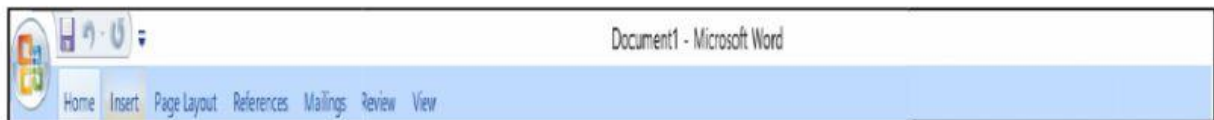
1. To start Word program I type its name in the box.
2. To save a document click on (**File-Save as**) then, choose the desired.
3. Once the typing process is finished, I can proceed to
.....
4. To start a new line in the document press.....key.
5. I can select a word in the document by usingor
.....
6. In Word program I can select a.....and a.....

Next page

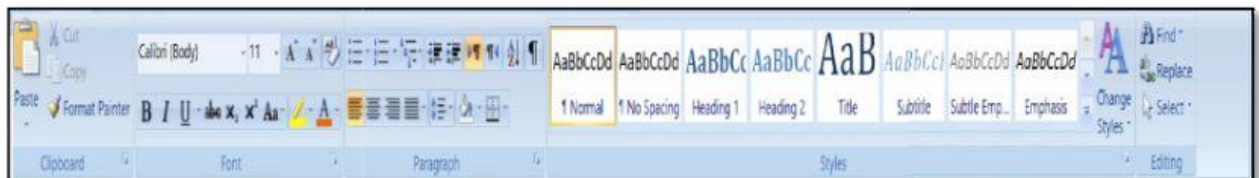
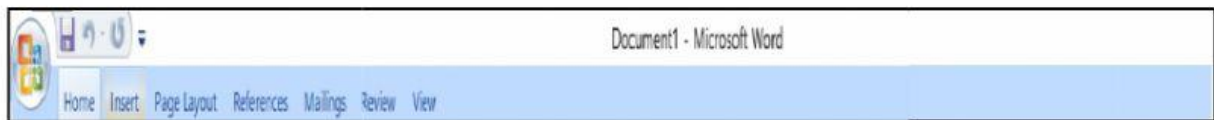


2. Choose the correct picture:

1. Main menu:



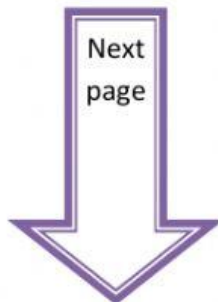
2. The toolbar:



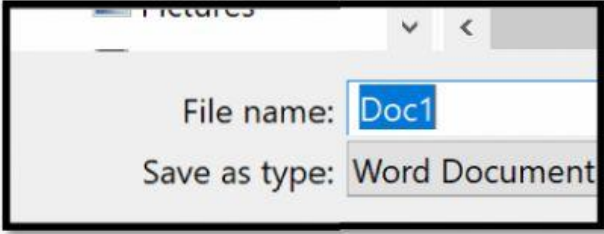
3. To select I press arrow with:



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page

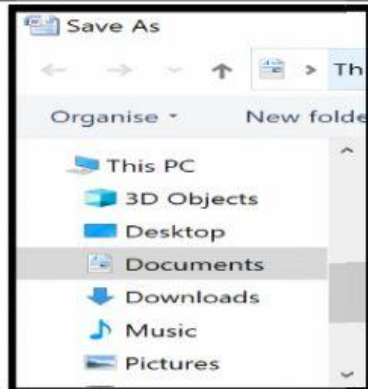


3. Connect column A with the appropriate word in column B:

A	B
To place the cursor at the beginning of the line ❖	 ❖
Write the file name ❖	 ❖
To place the cursor at the end of the line ❖	 ❖
To save the document ❖	 ❖

Next
page

The document. ❖



To quit (close) ❖
Word.



Choose the file ❖
location



Best wishes