Q1. Fill in the blanks by choosing the correct word.

Ribbon	Open	Close button	Print	Word Processing

1. _____ is a program that allows you to create documents like letters, flyers, and reports.

1. One of the options that you have in the File tab is _____.
2. The _____ contains all of the **commands** you will need to perform common tasks in MS Word.
3. The _____ option is used to print out a document.
4. The _____ to exit the program.

Q2. Label the following screen.

Close button	The ribbon	Scroll Bar	Maximize Button	Minimize Button

