

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

