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Learning objective: Create document and format text in MS Word.

Choose the correct option.

Note: Only write (Alphabet letter) not whole word.

1: MS Word stands for.....

- a. Microsoft Word
- b. Morale science
- c. Word Soft

2: The word processor application in Microsoft Office is....

- a. Microsoft PowerPoint
- b. Microsoft Excel
- c. Microsoft Word
- d. Microsoft Access

3: What does the red box indicate?

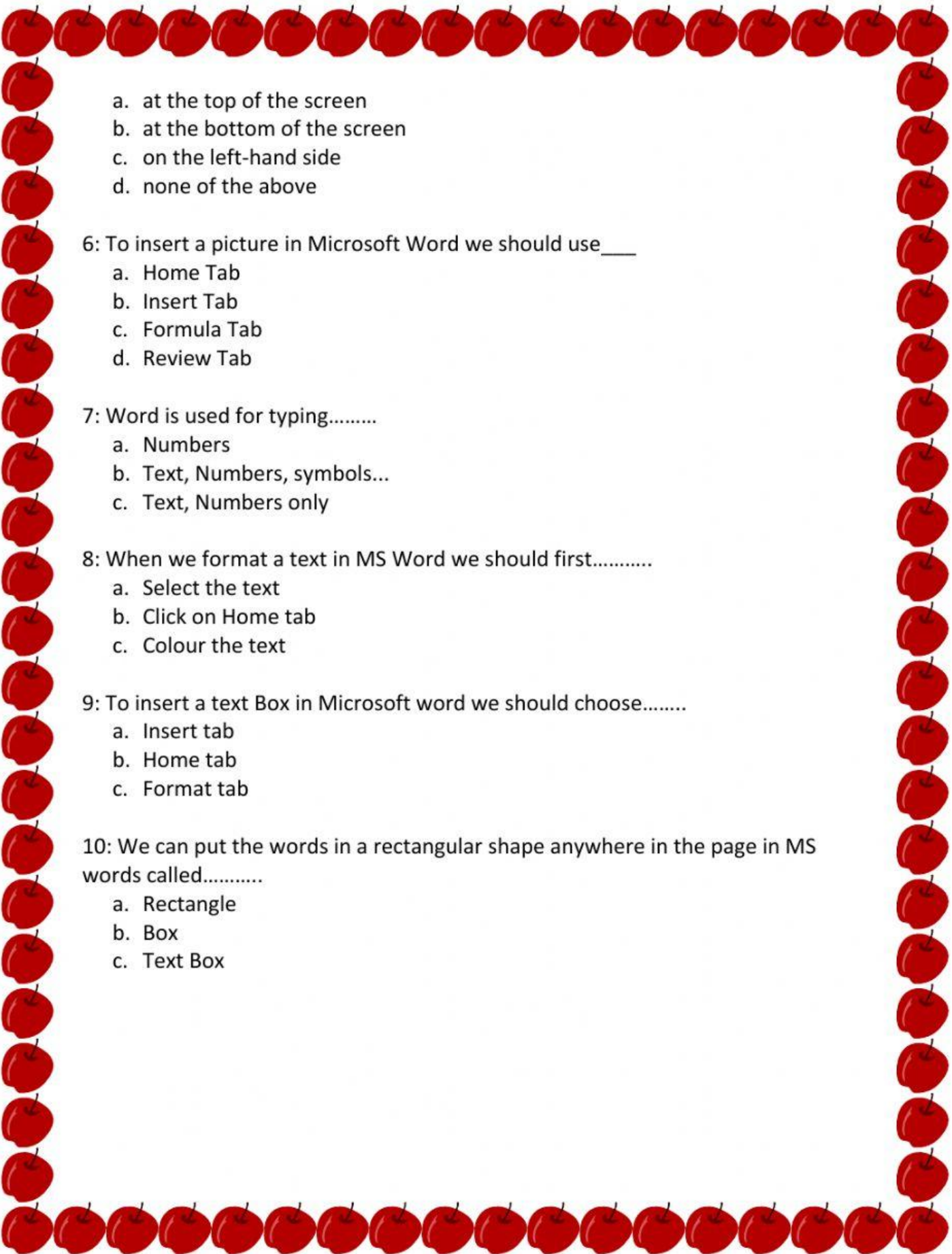


- a. Font size
- b. Font style
- c. Font colour
- d. Increase font size

4: What do we call the files we create in Word?

- a. Documents
- b. Worksheets
- c. Databases
- d. Presentations

5: A ribbon in MS Word is found:

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- a. at the top of the screen
 - b. at the bottom of the screen
 - c. on the left-hand side
 - d. none of the above

6: To insert a picture in Microsoft Word we should use____

- a. Home Tab
- b. Insert Tab
- c. Formula Tab
- d. Review Tab

7: Word is used for typing.....

- a. Numbers
- b. Text, Numbers, symbols...
- c. Text, Numbers only

8: When we format a text in MS Word we should first.....

- a. Select the text
- b. Click on Home tab
- c. Colour the text

9: To insert a text Box in Microsoft word we should choose.....

- a. Insert tab
- b. Home tab
- c. Format tab

10: We can put the words in a rectangular shape anywhere in the page in MS words called.....

- a. Rectangle
- b. Box
- c. Text Box

Fill in the blanks with the correct option.

Note: Use same spelling (in answering live worksheet) as given in word bank.

file	Save as	images	Shape outline	size
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1: We can change the _____ of image in MS word

2: To change the color of the shape border click on _____

3: We can understand the information better when text and _____ put together on a page.

4: A _____ is a place to keep information in a computer

5: To change the destination of your file click on _____

Success Criteria:

I can create a document in MS Word.



Ready to move on



Understand some parts
but not all



Do not understand and
need to look at it again