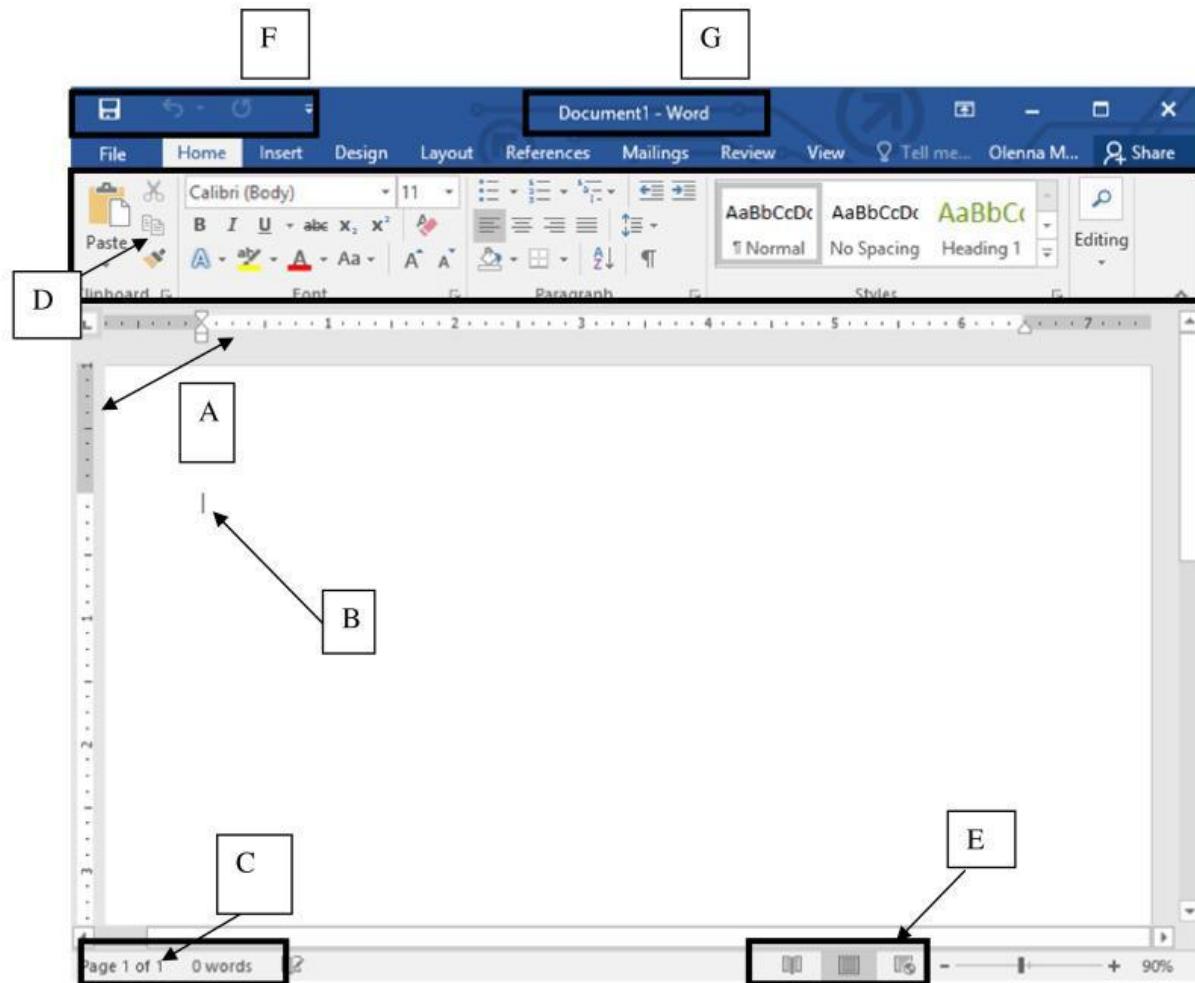


Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. Label the MS Word screen.



A.	G.
B.	
C.	

D.	
E	
F	

2. What is the abbreviation for a word document? \_\_\_\_\_

3. What is the short cut to saving a document? \_\_\_\_\_

4. Which is the correct MS Word 2016 and MS Word 365 icon?



5. Which part of the window tell the name of the document? \_\_\_\_\_

6. What is the function of the quick access toolbar?



7. Microsoft Word is a \_\_\_\_\_ software.