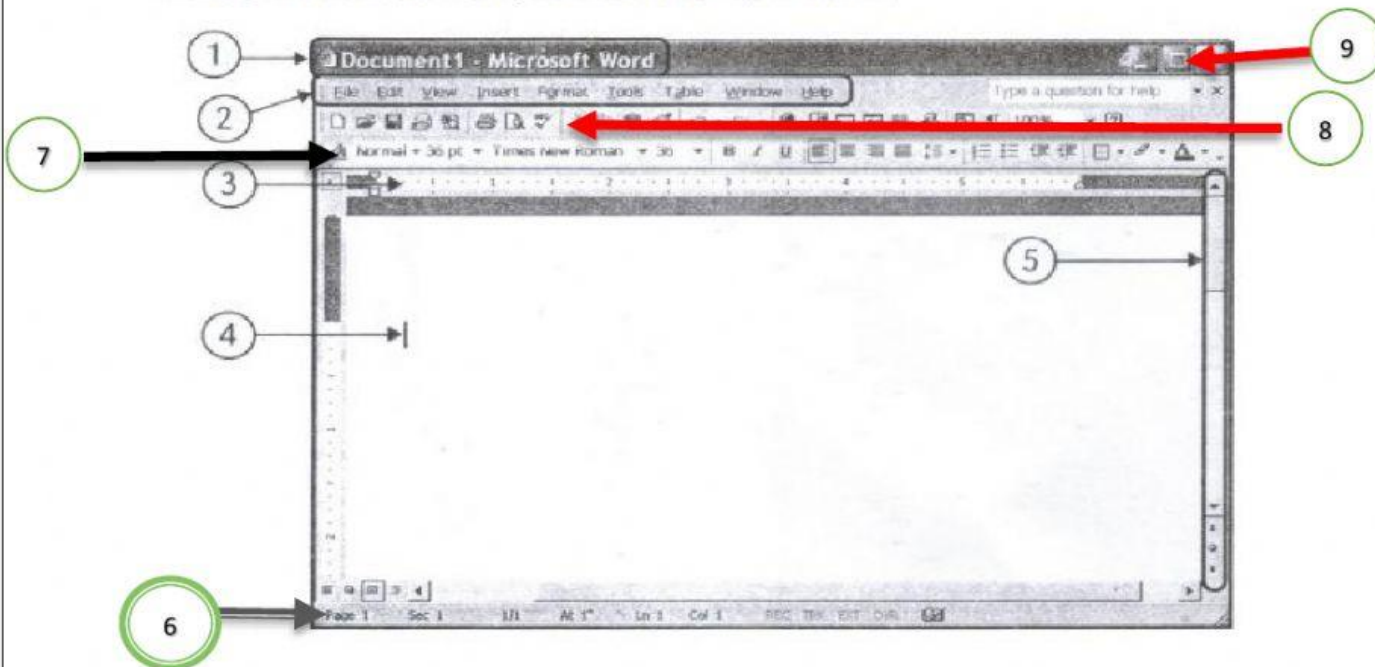


Nickname: _____

Computer : MS word

A.

Write the names of the main parts of the MS Word window.



1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____

Ruler	Scroll bars	Status bar	Title bar
Formatting toolbar	Standard toolbar	Menu bar	Cursor
Control Menu Button			

B. Choose the correct answers to the following descriptions.

1. _____ This shows the name of the document and the program.
2. _____ This shows information about the page or document.
3. _____ This shows the size of the page.
4. _____ This shows the menus which when clicked on will drop down to show more options.
5. _____ This shows icons that are used to change the way your document looks.
6. _____ This shows icons of the commands most often used.
7. _____ This is used to move to other parts of the document.
8. _____ These let you minimize, restore or close a window.
9. _____ This is the flashing line that shows where the next character will be entered.
10. _____ is using a computer to make letters, stories or reports.

T. Grace