

Choose the correct answer.

Did you already watch the video?

Now, answer these questions:

1. The girl has to write stories and poems for her homework. Which program can she use to do her homework?

2. When you start MS Word, an I-shaped sign blinks on the blank screen. This is called the ...

3. The cursor indicates the place where you can start ...

4. To save a document, you need to click the 'Office Button', then select ...

**Did you already read your textbook?**

**Now, answer these questions:**

1. The \_\_\_\_\_ lets you open, save, print and close documents

2. The left side has \_\_\_\_\_ that are often used in Microsoft Word.

3. The \_\_\_\_\_ is the right side lists the recently opened documents.

4. To open a new document in Microsoft Word, click on the 'Office Button' and select \_\_\_\_\_.

5. To open an existing document in Microsoft Word, click on the 'Office Button' and select \_\_\_\_\_.