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 …**

LIVEWORKSHEETS

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 _____.

LIVEWORKSHEETS