

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 _____.**