

SEATWORK#1 Opening, Saving, and Closing MS Word

I. Click on the correct answer.

1. It is the Microsoft Word icon.



2. It is the button to close or to exit the MS Word.



3. To type in ALL capital letters.



4. It is a computer file that contains text that we wrote.

document

text

worksheet

slide

5. It is the collection of letters or words that we use in MS word.

numbers

document

file

text

6. It is a word processing software that allows us to type documents, create posters, or make greeting cards using a computer.

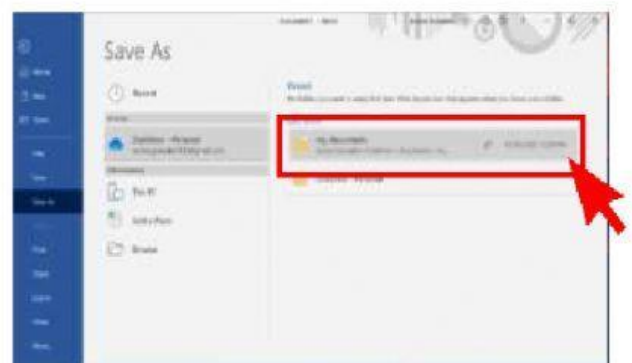
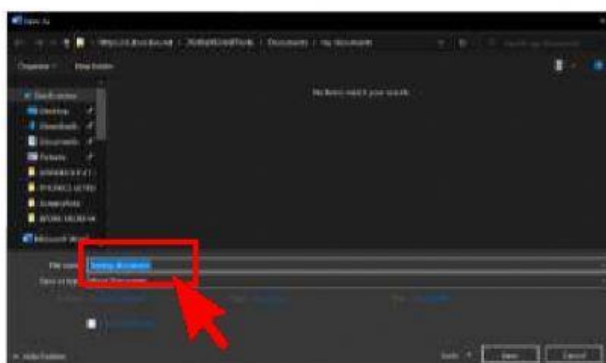
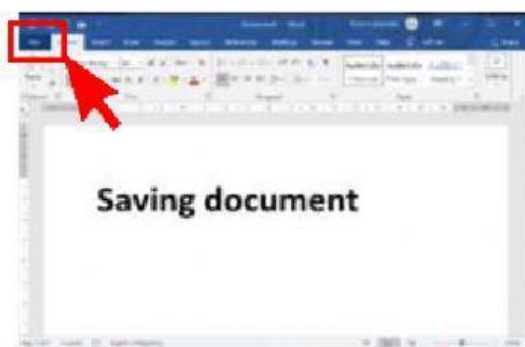
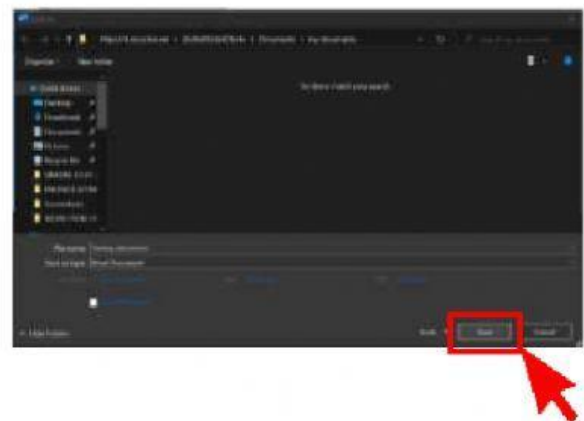
Microsoft
PowerPoint

Microsoft
Word

Microsoft
Paint

Microsoft
Excel

- II. Number the following steps in correct order on how to save a document in MS Word application.



#ICE1125