


<b>Date:</b>	<b>Tuesday, 22<sup>nd</sup> February 2022</b>	<b>ICT WEEK 8 TOPIC: The Microsoft Word interface</b>
<b>Question A: INSTRUCTION:</b> <u>Join the icons picture with the correct names</u> by referring from your ICT textbook on <b>*page 6 &amp; 7*</b> .		

		Window icons
		Scroll bars
		Toolbars
		Title bar

**Question B INSTRUCTION:** Choose and click the correct answer either a, b or c referring from your ICT textbook on \*page 6 & 7\*.

1. Click and drag these to move across or up and down the page.
  - a. Scroll bars
  - b. Title bar
  - c. Toolbars
2. Change your text in different ways by clicking icons in these areas.
  - a. Title bar
  - b. Toolbars
  - c. Window icons
3. This shows the name of the document.
  - a. Toolbars
  - b. Title bar
  - c. Scroll bars
4. Click these to minimize, maximize or close the window.
  - a. Window icons
  - b. Scroll bars
  - c. Toolbars