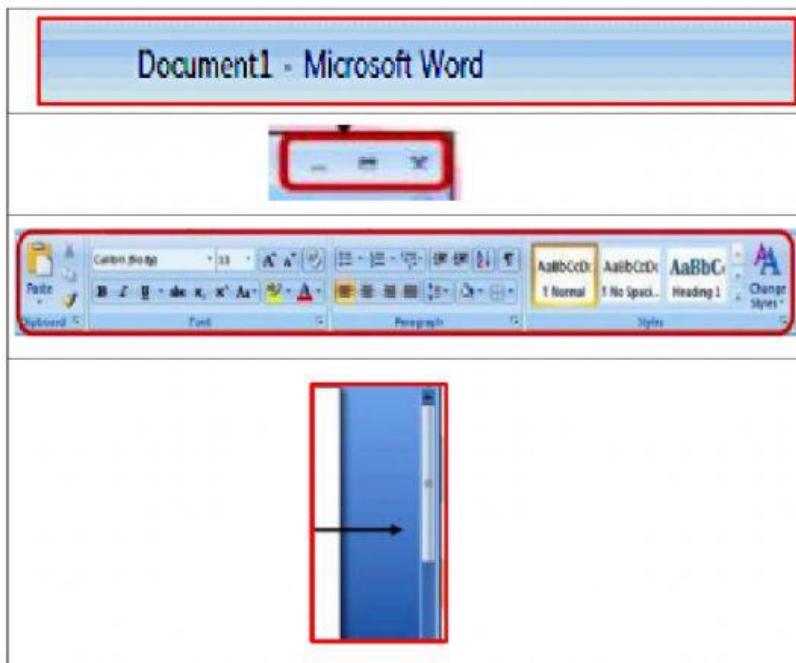


Date:

Tuesday,  
22<sup>nd</sup> February 2022

ICT WEEK 8 TOPIC: The Microsoft Word interface

Question A: INSTRUCTION: Join the icons picture with the correct names by referring from your ICT textbook on \*page 6 & 7\*.



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