

Date:

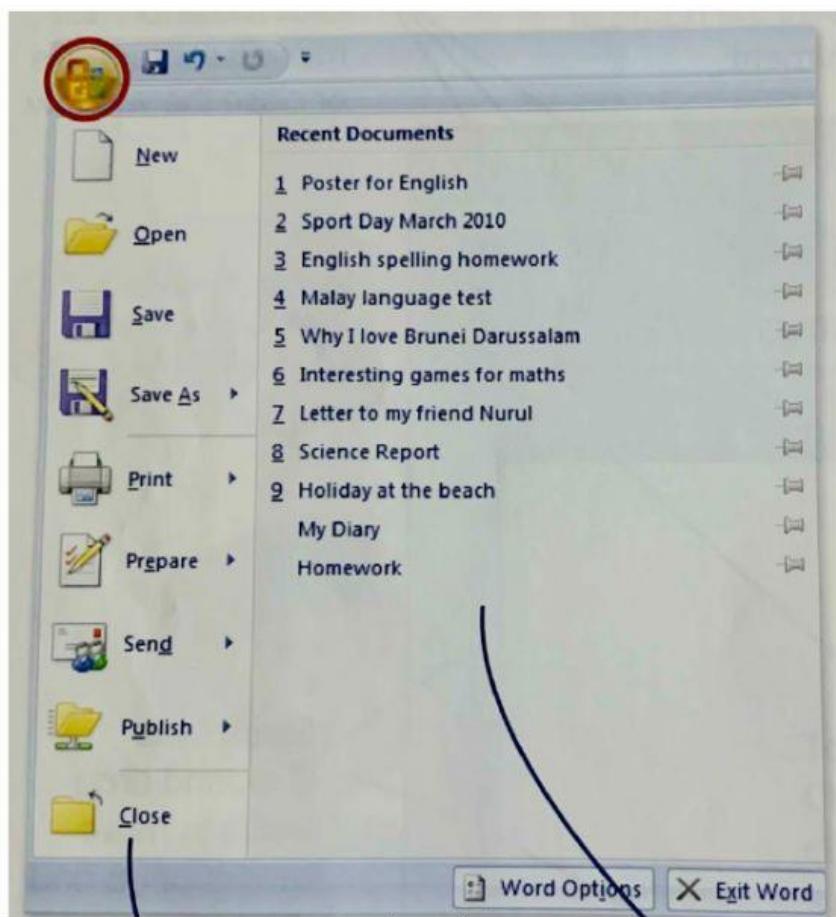
Tuesday,
01st March 2022

ICT WEEK 9 TOPIC: The 'Office Button'

Question A: INSTRUCTION: *DRAG* the correct answer and *DROP* on the blank line by referring from your ICT textbook on *page 8*.

Office button	Recent Documents	recently
left	Menu items	open

1. The _____ lets you _____, save, print, and close documents.



2.

3.

4. The _____ side has menu items that are often used on Microsoft Word.

5. The right side lists the _____ opened documents.