Year 2 (2022)
Information, Computer Technology (ICT)
WEEK 9

Name: _____

Year 2: _____

A) Topic: **Microsoft Office Buttons**
Match the icons to its correct word. **(You can refer from your ICT Textbook pages: 8 – 18)**

1.  › ‹ Redo

2.  › ‹ Paste

3.  › ‹ Save

4.  › ‹ Undo

5.  › ‹ Print

LIVEWORKSHEETS

B) Topic: **Microsoft Window**

Fill in the blanks with the correct answer from the helping words given. **(You can refer from your ICT Textbook pages: 6 - 7)**

Toolbars	Scroll Bars	Window Icons	Title Bar	Microsoft Word Window

1. When this open, a blank document is displayed. There are many icons at the top of the document.

2. This shows the name of the document.

3. This is an icon that help us minimize, maximize or close the window.

4. It helps you to click and drag these to move across or up and down the pages.

5. These change your text styles and appearance.

LIVEWORKSHEETS