Q1. Fill in the blanks by choosing the correct word.

| Ribbon | Open | Close button | Print | Word Processing |

1. _____ is a program that allows you to create documents like letters, flyers, and reports.

1. One of the options that you have in the File tab is _____.

2. The _____ contains all of the **commands** you will need to perform common tasks in MS Word.

3. The _____ option is used to print out a document.

4. The _____ to exit the program.

Q2. Label the following screen.

| Close button | The ribbon | Scroll Bar | Maximize Button | Minimize Button |