

Name: _____

Word Processing Part 1

Write the letter of the correct match next to each problem.

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|-------------------------|--|
| 1. _____ icon | a. The bar that shows which programs are running as well as the clock, date, and volume |
| 2. _____ Date | b. Information |
| 3. _____ window | c. The button that you click that will shrink the document down to the task bar |
| 4. _____ font | d. The bar that moves information up and down on the screen so you see more |
| 5. _____ format | e. The button that you click to close the window completely |
| 6. _____ pointer | f. The box that opens when you double click on an icon |
| 7. _____ scroll bar | g. To change the style of writing or document |
| 8. _____ minimize | h. The style of writing |
| 9. _____ Resize/restore | i. The flashing line on the document |
| 10. _____ cursor | j. The arrow on the screen that is moved by using the mouse |
| 11. _____ exit | k. A picture that shows the type of program |
| 12. _____ task bar | l. The button that you click that will shrink the document smaller but you can still see it. |