

Name _____ Grade: _____ Date: _____

Introducing Word



1. *Microsoft Word* (simply referred to as *Word*) is a sophisticated _____ application program/package specially designed for performing various word processing tasks, such as typing, editing and printing out of textual (written) information.
2. A _____ opens a blank document page where you can create your document from scratch.
3. An _____ is a document you create and send directly from Word to other people in different locations.
4. _____ allows you to create a new document from a copy of a document that has been previously created and saved in your PC or network.
5. A blank page in _____ View where you can create a web document from scratch.
- 6 . _____ Used to tell the computer that you have finished a word or line. It brings the cursor down to the next line.