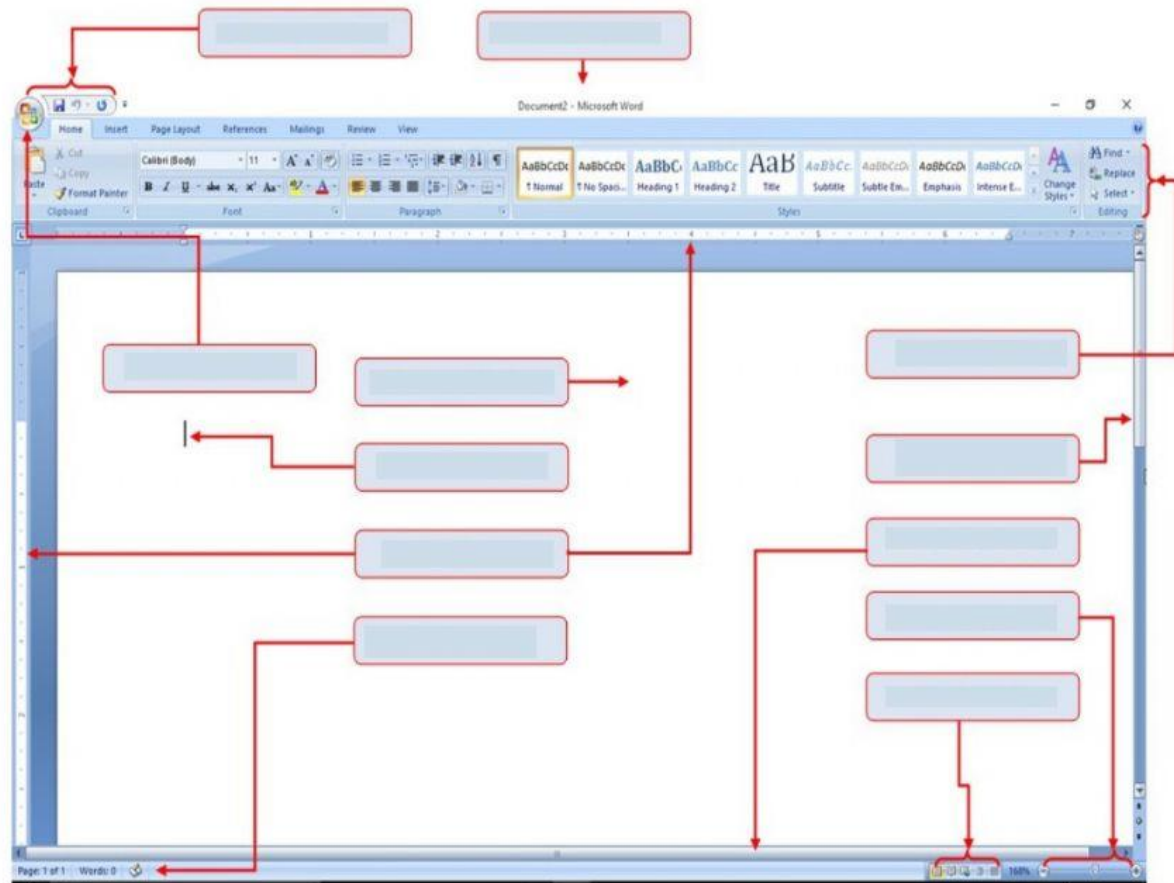




Name : \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

## THE WORD SCREEN

Label the word screen by clicking in each box and making the correct selection



Fill in the blank. Click on each blank and make the correct selection.

1. \_\_\_\_\_ Shows the name of the document.
2. \_\_\_\_\_ contains some of the most frequently used commands like Save, Undo, Redo.
3. \_\_\_\_\_ These are a set of three buttons in the top right corner of the program window.
4. \_\_\_\_\_ this button closes the current document but not the Word programme.
5. \_\_\_\_\_ reveals a drop-down menu showing commands for file operations.
6. \_\_\_\_\_ displays document information such as the current page number and total number of pages, word count, language, proofing error notification, etc.
7. \_\_\_\_\_ This is the text area where you type the text of the document.