THE MAIN TOPICS IN THIS WORKSHEET

Ribbons in MS Word

The standard toolbar and buttons

IT Course (G9 Worksheet)

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➢ Test your knowledge. State whether true or false.

1. MS Word is a word processor.	✓	✗
2. In MS Word, the data is stored in form of electronic spreadsheets.	✓	✗
3. Clip art cannot be added to Ms-Word document.	✓	✗
4. WordArt is decorative text that you can add to a document.	✓	✗
5. A ribbon is a command bar that organizes a program's features into a series of tabs at the top of a window.	✓	✗
6. Clip art is inserted into the document to illustrate a specific concept.	✓	✗

➢ Fill in the blanks with the words provided.

Ribbon	Home	insert
MS Word	Microsoft Office	Page layout

1. _____ is word processing software that allows users to create and edit text documents.
2. The _____ contains all of the commands we need in order to perform common tasks.
3. The _____ tab allows you to change document settings such as the font properties, bullets and numbering and other common features.
4. The _____ menu is a quick way to add features like page number, date etc. to your document.
5. The _____ is a tab in MS Word helps to decide the look of our page. The tab includes option to set the margins, the number of humans, and also to choose the headers and footers.
6. Microsoft Word is often packaged with the _____ Suite, but it is also sold independently.

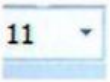
➢ Match the MS Word buttons and commands with the correct definitions.

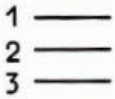
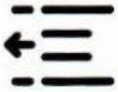
	Saves the active file with its current file name, location and file.
	Print preview - shows how the document will look when you print it.
	Creates a new blank document based on the default template.
	Cut - Removes the selection from the document and places it on the clipboard.

	Undo - Reverses the last command, use pull-down menu to undo several steps.
	Displays the Tables and Borders toolbar.
	Paste - Places the content of the clipboard at the insertion point.
	Opens or finds a file.

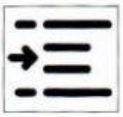
	Prints the active files - for more print options go to the File menu and select Print.
	Copy - Copies the selected items(s) to the clipboard.
	Spelling, grammar and writing style checker.
	Format painter - Copies the format from a selected object or text and applies to other objects or text.

	Insert a table into the document, or make a table of selected text.
	Redo - Reverses the action of the Undo button, use the pull-down menu to redo several steps.
	Columns - Changes the number of columns in a document.
	Zoom - Enlarge or reduce the display of the active document.

	Aligns to the right with a ragged left margin.
	Select the style to apply to paragraphs.
	**Aligns to the left with a ragged right margin.**
	Makes selected text and numbers italic.
	Changes the size of selected text and numbers.

	Formats the selected text with the color you click.
	**Decreases the indent to the previous tab stop.**
	**Adds or removes a border around selected text or objects.**
	Makes a numbered list or reverts back to normal.

	Changes the font of the selected text.
	Underlines selected text and numbers.
	Makes selected text and numbers bold.
	Centers the selected text.

	Marks text so that it is highlighted and stands out.
	**Aligns the selected text to both the left and right margins.**
	Add, or remove, bullets in a selected paragraph.
	Indents the selected paragraph to the next tab stop.