



โรงเรียนอัสสัมชัญสมุทรปราการ (Assumption College Samutprakarn)

☐ ประกอบการสอน
Supplementary document

☐ แบบทดสอบ
Exam

☐ พิเศษวัน จ.-พ.อ.
Extra Evening Class

☐ พิเศษวันเสาร์
Saturday Extra Class

☐ EP
English Program

☐ MLP
Modern Language Program

วันที่ _____ เดือน _____ พ.ศ. _____
Date

วิชา COMPUTER
Subject

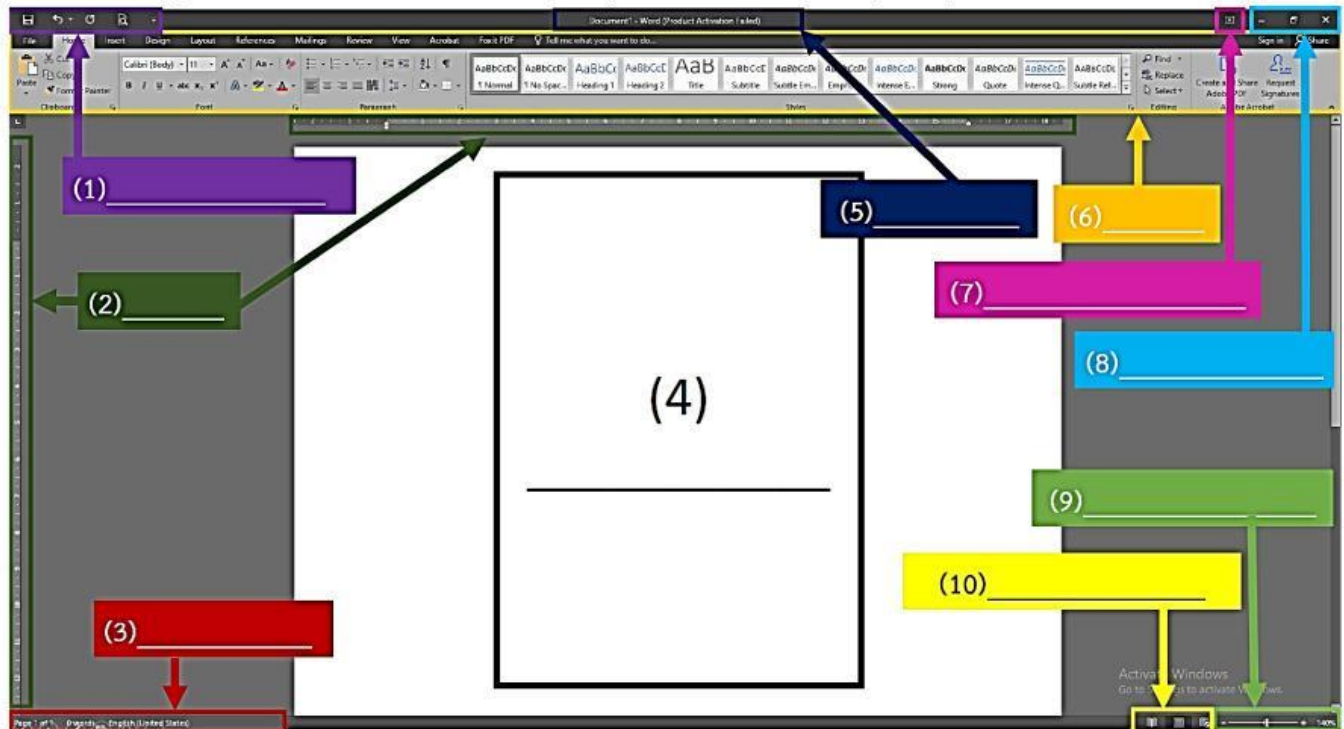
ชื่อ - สกุล _____
Name

ชั้น _____
Class

เลขที่ _____
No.

A. LABELING

Label the parts of MS Word interface. Write your answers in the spaces provided.



B. IDENTIFICATION

Identify what is asked. Choose your answer in the box and write your it in the space provided before each number.

Ribbon	.docx	Save As	Save	Ribbon	.pdf
	Ruler	Read Mode	Print Layout	Web Layout	
	Zoom Control	Status Bar	Document Area		

- _____ 1. This is found near the top of the MS Word window, which contains multiple tabs – each with several group of commands.
- _____ 2. This displays your document in full-screen mode.
- _____ 3. This shows the document as it would appear on the printed page.
- _____ 4. This lets you zoom in and out your document area.
- _____ 5. This lets you quickly see the number of words and pages in your document.
- _____ 6. When you save a document, you'll use this command to create a copy of a document while keeping the original.
- _____ 7. This is where you'll type and edit text in the document.
- _____ 8. This is the default document view that shows the document as it would appear on the printed page.
- _____ 9. When you create or edit a document, you'll use this command most of the time.
- _____ 10. This is the file type to save a document as Word file.