

Microsoft Office Word

Fill in the Blanks

Choose the correct answer from the word bank below.

Buttons	Insertion Point	Title Bar	Page	Scroll Bars
Tabs	Quick Access Toolbar	Commands	Menu	Control Buttons

- 1) This part moves the page up and down. _____
- 2) This part will show where the next character will appear. _____
- 3) Buttons found at the top/right that controls how the window will appear.

- 4) These are the many editing features found on the ribbon below the tabs.

- 5) Another name for the buttons on the ribbon. _____
- 6) This is where your content/work will appear. _____
- 7) This area will show the name of the document. _____
- 8) Home, Layout, View are examples. _____
- 9) One click on the commands you use often at the top of the window.

- 10) Tabs were once called these because you can choose the command you want.
