

Word Processing / Microsoft Word

1. Question: What is the blinking vertical line that shows where you will type on the screen?

Answer:

2. Question: Which part of Microsoft Word is located at the top of the window and shows the name of the document?

Answer:

3. Question: What process refers to using a computer program to create, edit, format, save, and print documents?

Answer:

4. Question: Which bar allows us to move up, down, or across the document screen?

Answer:

5. Question: What do we call the categories found on the ribbon, such as Home, Insert, and Design?

Answer:

6. Question: What is the large white space in Microsoft Word where we type text?

Answer:

7. Question: What is one of the most popular word-processing programs developed by Microsoft?

Answer:

8. Question: What part contains commonly used commands such as Save, Undo, and Redo?

Answer:

9. Question: Which part provides information about the document, such as page number and word count?

Answer:

10. Question: What is the wide area below the title bar that contains different groups of tools and commands?

Answer: