



Typing keys

Control keys

Numeric keypad



Space bar

Home row keys

Letter keys



Home row keys

Space bar

Control Keys



Control keys

Navigation keys

Numeric keypad



Typing keys

Control keys

Navigation keys



Typing keys

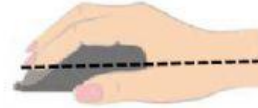
Control keys

Numeric keypad

What is the correct way to sit?



What is the correct way to put your hands on the mouse?



What is the correct way to put your hands on the keyboard?



Which icon is a Word file?



Which icon is a folder?



You want to close a file or folder. Where do you click?



Which one is the save icon?



Which one is the close icon?



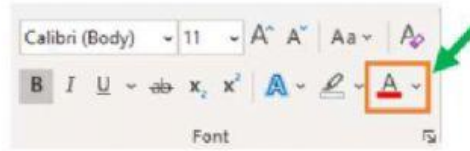
Which one is the file?



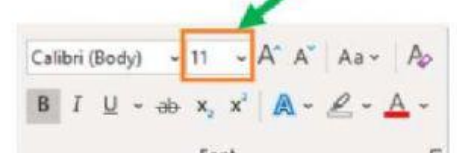
How do you change the font type in Microsoft Word?



How do you change the font colour in Microsoft Word?



How do you change the font size in Microsoft Word?



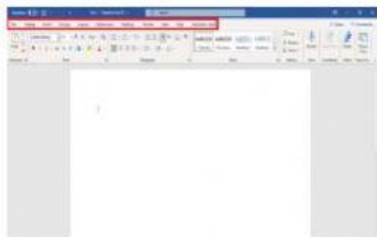
What is this part of the Word document?



Document's title

Document area

Control buttons



Document's title

Tab Menu

Control buttons



Document's title

Document area

Control buttons