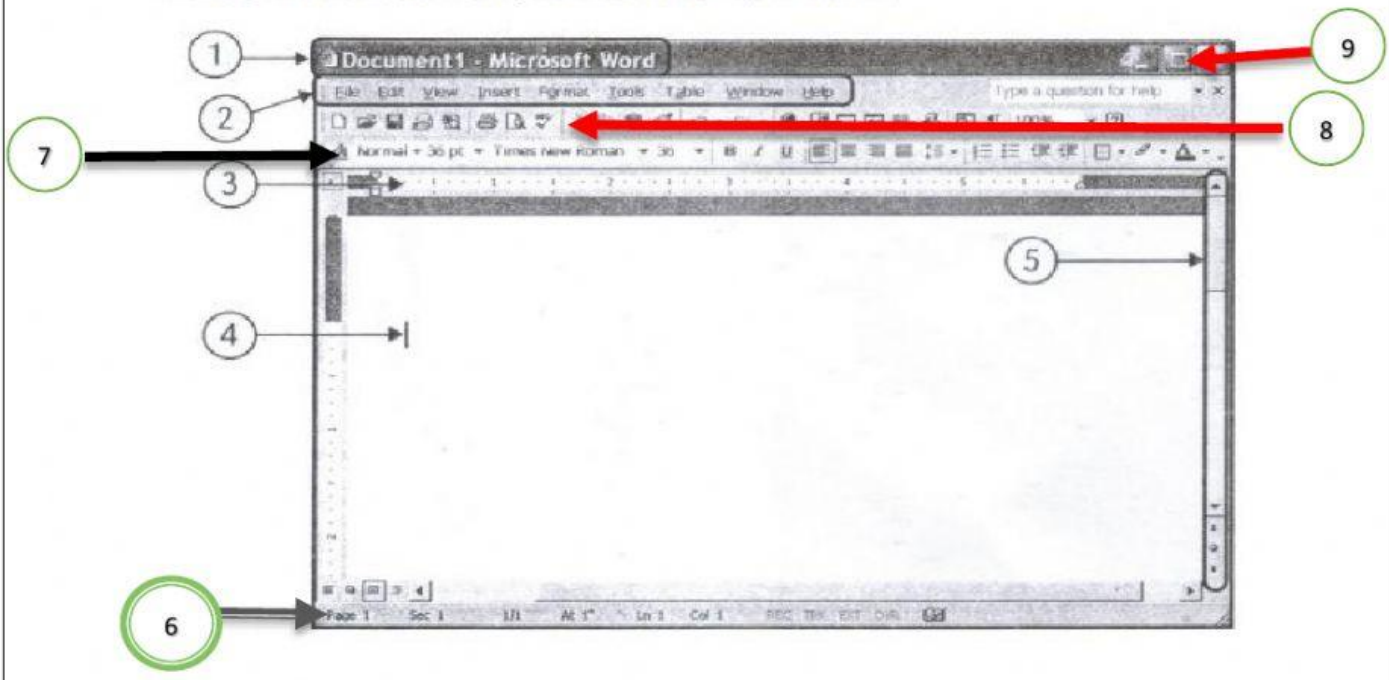
Nickname: _____
Computer : MS word

A.
Write the names of the main parts of the MS Word window.



1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____

Ruler	Scroll bars	Status bar	Title bar
Formatting Toolbar	**Standard Toolbar**	Menu bar	Cursor
Control Menu Button			

LIVEWORKSHEETS

B. Choose the correct answers to the following descriptions.

1._____This shows the name of the document and the program.

2. _____This shows information about the page or document.

3._____ This shows the size of the page.

4._____ This shows the menus which when clicked on will drop down to show more options.

5._____This shows icons that are used to change the way your document looks.

6._____ This shows icons of the commands most often used.

7._____ This is used to move to other parts of the document.

8._____These let you minimize, restore or close a window.

9._____ This is the flashing line that shows where the next character will be entered.

10._____ is using a computer to make letters, stories or reports.

T. Grace

LIVEWORKSHEETS