WORD PROCESSOR

ACTIVITY 1: CHOOSE THE CORRECT ANSWER:

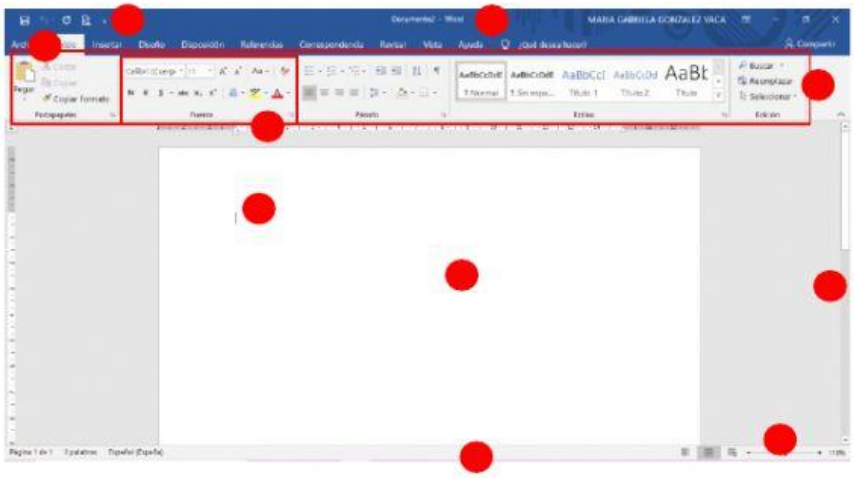
1. A Word processor is a program that allows to…
   a. Create a document
   b. Watch videos
   c. Make calculations

2. This is NOT an example of Word processor:
   a. Open Office Writer
   b. Microsoft Word
   c. Scratch

3. Can you print a document in Microsoft Word?
   a. True
   b. False

4. Can you edit a video in Microsoft Word?
   a. True
   b. False

ACTIVITY 2: IDENTIFY THE PARTS OF MICROSOFT WORD WINDOW. DRAW A LINE FROM THE RED PERIODS AND THEIR NAMES ON THE RIGHT



Title bar

Quick Access toolbar

Tabs

Ribbon

Group

Text area

Cursor

Vertical scrollbar

Horizontal scrollbar

Zoom

LIVEWORKSHEETS