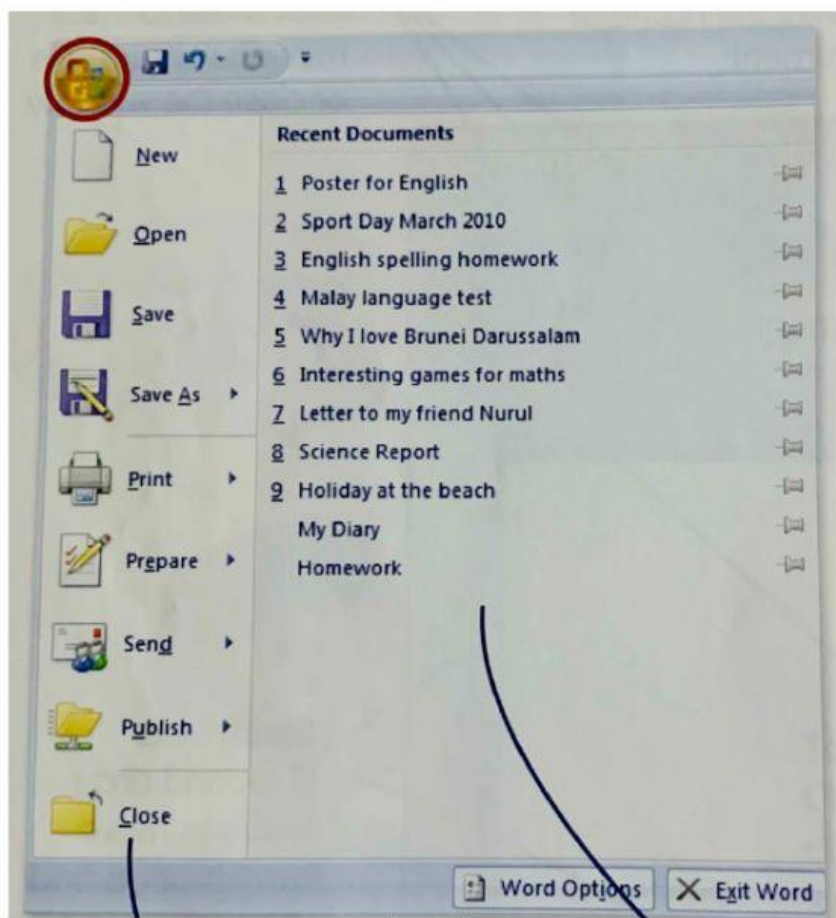


|                                                                                                                                                    |                                         |                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------|
| Date:                                                                                                                                              | Tuesday,<br>01 <sup>st</sup> March 2022 | ICT WEEK 9 TOPIC: The 'Office Button' |
| Question A: INSTRUCTION: <u>*DRAG* the correct answer and *DROP* on the blank line</u><br>by referring from your ICT textbook on <u>*page 8*</u> . |                                         |                                       |

|               |                  |          |
|---------------|------------------|----------|
| Office button | Recent Documents | recently |
| left          | Menu items       | open     |

1. The \_\_\_\_\_ lets you \_\_\_\_\_, save, print, and close documents.



2.

3.

4. The \_\_\_\_\_ side has menu items that are often used on Microsoft Word.

5. The right side lists the \_\_\_\_\_ opened documents.