

Worksheet	Class: 5	Date:	Lesson: Microsoft Word 2013 Windows
	Name:		Score:



Type the correct word(s) from the word bank to complete the sentence.



Tab	Bullets	View buttons	Mouse pointer	Ribbons	Font size
File tab	Numbering	Font color	Cursor	Zoom slider	Ruler
Commands	Font style	Status bar	Scroll bar	Title bar	-

1. _____ This displays commands for opening, saving and printing documents.

FILE

2. _____ This bar displays the file name and the program name. It also displays the minimize, restore and Close buttons.

Microsoft Windows Word - Word



3. _____ These are horizontal bars near the top of the program's window that is designed to help you quickly find the commands that you need to complete a task.

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

4. _____ allows you to change the size of the font.

12

5. _____ are instructions that carry out an action when clicked. They can be selected from the Quick Access Toolbar or the Ribbon.



6. _____ opens a different ribbon and gives you quick access to the commonly used commands that you need to complete a task.

FILE HOME INSERT DESIGN PAGE LAYOUT

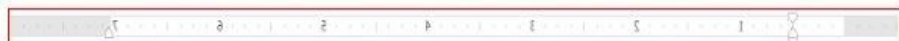
7. _____ This allows you to select items or to move to a specific position where you would like to put the cursor.





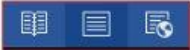




8. _____ brings unseen parts of a document into view, located at the right side and bottom.



9. _____ display the margins, tab settings and indents in documents, located at the top & left side.



10. _____ A flashing vertical line that indicates where the next character typed will be inserted. 
11. _____ can be found at the bottom right and it is used to zoom in and out and view your document easier. 
12. _____ displays information about the current document. (# of pages and # of words etc.) document easier. 
13. This is your _____ icon. 
14. _____ let's you change how the document appears and are located at the bottom right.  **Read Mode, Print Layout, Web Layout**
15. _____ allows you to change the font appearance. 
16. This is your _____ icon. 
17. _____ This changes the color of the font. 