

Name:

Year: 2

Question A - **READ** the question carefully and **TYPE** the correct answer either a, b, or c in the answer box.

1. A word processor is software that lets you _____ and edit text on a computer.

- a) type
- b) write
- c) draw

2. Most word processors that we use also allow you to insert _____ and other objects.

- a) font
- b) drawing
- c) photograph

3. There are _____ steps to open Microsoft Word.

- a) 3
- b) 4
- c) 5

4. What icon is this?

- a) Microsoft Excel
- b) Word processor
- c) Microsoft Word



5. How many steps to open Microsoft word?

a) 5

b) 4

c) 3

☐

6. I am using a word processor to write a _____ to my friends.

a) poster

b) comic

c) letter

☐

7. Microsoft Office comes with a word processor application called Microsoft _____.

a) PowerPoint

b) Word

c) Paint

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8. The 'Office Button' lets you open, save, print, and close documents.

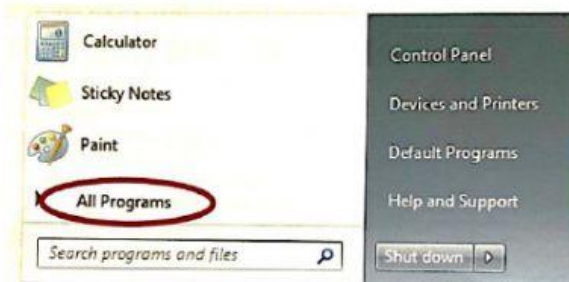
a) True

b) False

c) Non from the above

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Question B - **TYPE** the correct number of steps (1, 2, 3 or 4) on how to open Microsoft Word on the answer box below.



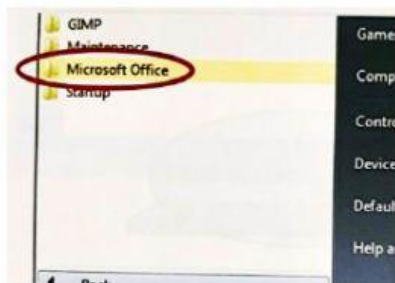
Click on the 'All Programs'



Click on the 'Microsoft Office Word'



Click on the 'Start button'



Click on the 'Microsoft Office'

Question C - ***DRAG*** and ***DROP*** the correct names for each of the icon's picture below.

Toolbars

Scroll bars

Title bar

Window icons

Document1 - Microsoft Word

