



Name : _____

Date : _____

Score :

QUIZ



A. Give Cross (x) in the correct answer !

- The parts of MS Word window that displays the name of the program on the active document is called
a. Ribbon b. Title Bar c. Close Button
- The parts of MS Word window that used to access the tool quickly is called
a. Office Button b. Ribbon c. Quick Access Toolbar
- The ... scroll bar is used for shifting the MS Word screen display up or down.
a. Horizontal b. Middle c. Vertical
- The ... scroll bar is used for shifting the MS Word screen display left or right.
a. Middle b. Horizontal c. Vertical
- The blinking vertical line on the work area that shows the area location is ...
a. Cursor b. Pointer c. Work area
- You can zoom in to get a close – up view of your file or zoom out to see more of the page at a reduced size by using ...
a. Zoom Slider b. Office Button c. Scroll Bar
- The parts of MS Word window that displays information about the cursor position is ...
a. Scroll Bar b. Title Bar c. Status Bar
- The area in MS Word window where you can type the text is
a. Drawing area b. Typing Area c. Window Area
- The ... makes the text darker than normal.
a. Bold b. Italic c. Underline
- The ... gives the underlines of the text.
a. Italic b. Bold c. Underline
- The ... makes the text slants to the right side.
a. Bold b. Underline c. Italic
- The tools that used to change the color of the font is ...
a. Font size b. Font color c. Font Name



13. The steps **to create a new document** on Microsoft Word 2007 are ...
 - a. Office Button → Save b. Office Button → Create c. Office Button → New
14. The steps **to save a document** on Microsoft Word 2007 are ...
 - a. Office Button → Open b. Office Button → Save c. Office Button → Print
15. The steps **to open a saved document** on Microsoft Word 2007 are ...
 - a. Office Button → Save b. Office Button → Open c. Office Button → Print

B. Answer the following question!

1. How the steps to open Microsoft Office Word 2007?

2. Label the MS Word window below!

The screenshot shows the Microsoft Word 2007 window titled 'Document1 - Microsoft Word'. The interface includes a ribbon with tabs: Home, Insert, Page Layout, References, Mailings, Review, and View. The 'Home' tab is active, showing groups for Clipboard, Font, Paragraph, Styles, and Editing. The status bar at the bottom displays 'Page: 1 of 1', 'Words: 0', 'English (United States)', and a zoom level of 100%.

Labels a through i point to the following components:

- a. Office Button (top left)
- b. Quick Launch Buttons (top left)
- c. Title Bar (top)
- d. Window Control Buttons (top right)
- e. Text Area (main workspace)
- f. Horizontal Scroll Bar (bottom of workspace)
- g. Status Bar (bottom left)
- h. Zoom Slider (bottom right)
- i. Window Control Buttons (bottom right)