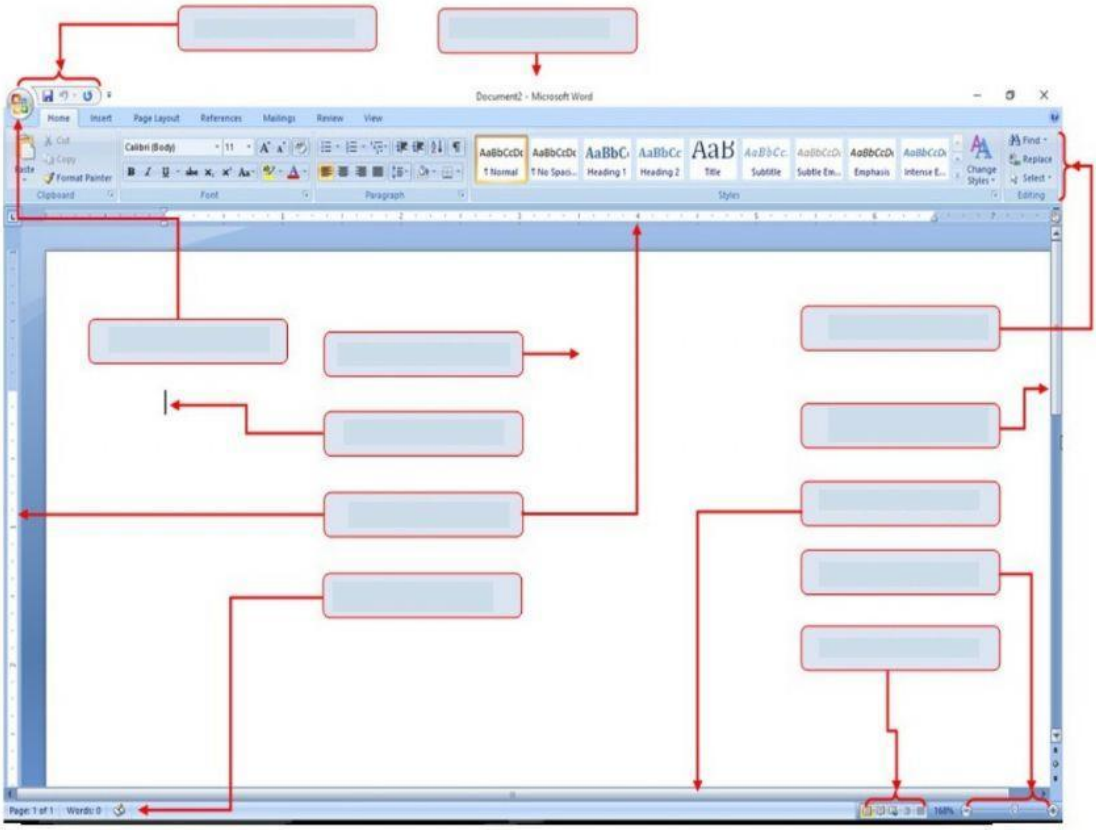
Name : _____ Date: _____ Grade: _____

THE WORD SCREEN

Label the word screen by clicking in each box and making the correct selection



Fill in the blank. Click on each blank and make the correct selection.

1. _____ Shows the name of the document.
2. _____ contains some of the most frequently used commands like Save, Undo, Redo.
3. _____ These are a set of three buttons in the top right corner of the program window.
4. _____ this button closes the current document but not the Word programme.
5. _____ reveals a drop-down menu showing commands for file operations.
6. _____ displays document information such as the current page number and total number of pages, word count, language, proofing error notification, etc.
7. _____ This is the text area where you type the text of the document.