Name: Class:

MICROSOFT WORD QUIZ #1

Circle the words or the icon to answer.

1. The program that you would use to type a letter is ___.
   Excel Paint Word

2. Which one of these means to **minimize** the screen?
   _ □ X

3. Which one means to make a letter you typed darker?
   B I U

4. Which one of these is to undo what you typed?

5. If you want to change the color of the letters you type press:

   B A I

6. Which one is to put something that you copied on the paper?
   Paste Copy Font

7. Which one means the letter and number you type?
   Italics Maximize Font

8. Which one of these would you click on to save your work?

9. Which one would you click on to find something?

10. If you want to type something in the center you would click on:

LIVEWORKSHEETS