

# Student Worksheet

## Unit 1. Introduction to Microsoft Word

### Lesson 1. Microsoft Word Tour

#### 1. What is the ribbon?

The ribbon contains all the commands for the current task.

#### 2. Define the following groups of the ribbon:

##### a. Tabs:

Tabs contain groups of related commands.

##### b. Groups:

Groups represent closely related commands together.

##### c. Commands:

Commands are the buttons that you click on the ribbon defined by the software.

##### d. Context Menu:

Context menu displays a menu bar that shows all commands available within the group.

#### 3. What is the Document area?

The Document area is where you enter information not a page.

#### 4. What is the Paragraph area?

Paragraph area displays options mostly as they will look after printing.

#### 5. What does a red underline on a word indicate?

A red underline on a word indicates a spelling correction.

#### 6. What does a red underline word mark indicate?

A red underline on a word indicates a grammatical error.

#### 7. What are the proofreading commands for corrected words?

Right-click on misspelled words to see possible corrections.

#### 8. What is the Thesaurus?

The Thesaurus shows additional words that you can choose if that you prefer.

#### 9. What feature is used to implement hyphenation? Describe which arguments are that used.

#### 10. What feature is used to implement hyphenation?

Right-click on the word and select hyphenation and that will work.

# Microsoft Word 2007 Normal User Practice Test

**Zhe Xu**



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