

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 parts of the ribbon:

a. Tabs:

Tab is a group of related commands.

b. Groups:

Groups together closely related commands together.

c. Commands:

Commands are the actions that you can do that are defined by the software.

d. Contextual Ribbon:

Shows the contextual ribbon's of the document that shows all commands that are used within the group.

3. What is the Document Area?

The Document Area is where you enter information and it plays.

4. What is the Paragraph mark?

The paragraph mark displays a paragraph as they will look when printed.

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. How do you add a new paragraph to a document?

Right-click on the paragraph mark to add a new paragraph.

8. What is the Paragraph?

The Paragraph shows additional marks that are used to format the text.

9. How can you adjust a paragraph by clicking? Describe each adjustment in that order.

10. How can you adjust a paragraph by clicking?

Click on the Paragraph mark and click on the adjustment in that order.

Microsoft Word 2007 Normal User Practice Test

SJ Ball



Microsoft Word 2007 Normal User Practice Test:

The Enigmatic Realm of **Microsoft Word 2007 Normal User Practice Test**: Unleashing the Language is Inner Magic

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