

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:

Tabs contain groups of related commands.

b. Groups:

Groups together closely related commands together.

c. Commands:

Commands are the actions that you click on the ribbon to perform.

d. Quick Start Launcher:

Shows the 1 common things a doing how that shows all commands group listed with 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?

Text layout such things as page, margin, indent, etc.

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 on a word indicate?

A red underline on a word indicates a grammatical error.

7. What are the three possible reasons for a red underline on a word?

1. The word is misspelled.
2. The word is not in the dictionary.
3. The word is not in the thesaurus.

8. What is the ribbon area?

The ribbon area is the area where you enter information not a page.

9. What is the ribbon area used for editing? Describe the ribbon area and how it is used.

10. What is the ribbon area used for editing? Describe the ribbon area and how it is used.

The ribbon area is the area where you enter information not a page.

Microsoft Word 2007 Normal User Practice Test

Arshad Iqbal



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