

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 common tasks.

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 actions that you click on the ribbon buttons for the software.

d. Context Menu Options:

Context Menu Options display a dialog box that shows all commands that are available within the group.

3. What is the Document Area?

The Document Area is where you enter information and a page.

4. What is the Paragraph mark?

Paragraph mark displays a paragraph usually 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. What are the grayed-out commands on the ribbon called?

Grayed-out commands mean the task is not available.

8. What is the Font group?

The Font group shows additional words that you can choose to edit your text.

9. What is the text of a paragraph for editing? Check the text alignment on that text.

10. What is the text of a paragraph for editing?

Check the text alignment on that text.

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LP Steffe



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













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