

# 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 Lenses

Quick Start Lenses display a starting area that shows all commands grouped into the group.

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

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

#### 4. What is the Navigation pane?

The Navigation pane displays pages, 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 word mark indicates a grammatical error.

#### 7. How do you add a new document to the current session?

Right-click on the document icon in the taskbar.

#### 8. What is the Ribbon menu?

The Ribbon menu shows additional commands that are not visible on the ribbon.

#### 9. How do you select a range of text in a document?

Click and drag the mouse over the text you want to select.

#### 10. How do you select a range of text in a document?

Click and drag the mouse over the text you want to select.

# Microsoft Word 2007 Normal User Practice Test

**Camilla Rothe**



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