

Student Workbook

Unit 1. Introduction to Microsoft Word

Lesson 1. Microsoft Word Tour

1. What are comments?

The ribbon contains all the commands for the comments tools.

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 things that you click on to do the work defined by the software.

d. Context Menu Options

Context menu options display a list of things that that person or command associated with the group.

3. What are Document Views?

Document views are what you click on to change the way the document looks.

4. What are Paragraph Styles?

Paragraph styles display a group of things that you click on to change the way the document looks.

5. What does a red squiggly line indicate?

A red squiggly line indicates a spelling correction.

6. What does a blue squiggly line indicate?

A blue squiggly line indicates a grammatical error.

7. How do you make comments in Microsoft Word?

Right-click on the text you want to comment on.

8. What are Track Changes?

Track Changes shows additional changes that you can make to the document.

9. How can you tell if a document is tracked? Describe what you see on the ribbon.

10. How can you tell if a document is tracked? Describe what you see on the ribbon.

Track Changes shows additional changes that you can make to the document.

Microsoft Word 2007 Normal User Practice Test

M Tight



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