

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. What are the grayed-out commands on the ribbon called?

Grayed-out commands are called disabled commands.

8. What is the Font group?

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

9. What feature is used to implement a paragraph? Describe each paragraph in that sense.

10. What feature is used to implement a bulleted list?

Bulleted lists are created by clicking the Bulleted List button on the ribbon.

Microsoft Word 2007 Normal User Practice Test

Tao Wei



Microsoft Word 2007 Normal User Practice Test:

Microsoft Word 2007 Normal User Practice Test Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has become more evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Microsoft Word 2007 Normal User Practice Test**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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