

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 within 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 quickly so they will look organized.

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 project?

Right-click on the project name in the project pane.

8. What is the Ribbon menu?

The Ribbon menu shows additional items that you can click on when you click.

9. How do you select a range of text for editing? Describe the steps you take.

10. How do you select a range of text for editing?

Click on the text that you want to edit.

Microsoft Word 2007 Normal User Practice Test

Robert Grauer



Microsoft Word 2007 Normal User Practice Test:

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

In some sort of driven by information and connectivity, the energy of words has be much more evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Microsoft Word 2007 Normal User Practice Test**, a literary masterpiece that delves deep into the significance of words and their impact on 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 shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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