

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. Contextual Ribbon

Shows the commands that are available for the task you are currently performing.

3. What is the Document Area?

The Document Area is where you enter your text and graphics.

4. What is the Navigation pane?

The Navigation pane shows the structure of the document and allows you to navigate to different parts of the document.

5. What does a spell checker do?

A spell checker checks the spelling of the words in the document and suggests corrections.

6. What does a grammar checker do?

A grammar checker checks the grammar of the document and suggests corrections.

7. What are the different ways to insert a new page?

You can insert a new page by clicking on the Insert tab and then clicking on the Page button.

8. What is the status bar?

The status bar shows the current page number, word count, and other information.

9. What are the different ways to save a document?

You can save a document by clicking on the File tab and then clicking on the Save button.

10. What are the different ways to print a document?

You can print a document by clicking on the File tab and then clicking on the Print button.

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R Bogdan



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