

Name: _____

Date: _____

Word Unit A

F N O T T U B Y A L P S I D N O B B I R G K W X
I R E T N I O P M A E B I C M N X D L A I H M G
Z C P R I N T L A Y O U T V I E W E L S X F M X
Q U I C K A C C E S S T O O L B A R G A R X L F
M N Q C F U Z D A C I H J E R I B B O N U N H D
S L Q J J U A W O D N I W M A R G O R P D R O W
O I K P A N K E A D W Q R Y P Z S B A T E L I F
D L D X N N D X X E M U S E R D G E R V Y Z M Y
C Q X F T O Y B E U M P E R A B L O O T I N I M
A Q N O T T U B P L E H D R O W B I Z H P D N C
S C R E E N T I P R E H H I T W E I V D A E R Y
G D W O R D P R O C E S S I N G S O F T W A R E
A S T A T U S B A R W X G I O Y B R N D D P C F
Z Q N C M M M O E A R U Y B T M F R W F C M I O
G R O U P S W P E K D L O M T M A Y U Q C R M M
Z A D T J B R C V Z O N H G U T I T L E B A R E
J P U E P T G D B B O V R Z B E H V E G Q N W M
K R N K B P E W W C T Z V R W B N F G C J Z A P
S T T A S U S O Q D O C U M E N T W I N D O W M
W M R E T T E L R E V O C H I S B A T Z T A I E
O D O C U M E N T S C C D I V Y F S P N Y O D I
L O B T N I O P N O I T R E S N I M V Z E J X O
Z J J G R V Y V E R T I C A L S C R O L L B A R
L N O K J A N D B A C K S T A G E V I E W H I C

word processing software
vertical scroll bar
word help button
backstage view
mini toolbar
screen tip
documents
ribbon
memo

ribbon display button
word program window
document window
I-beam pointer
view button
read view
file tab
resume

quick access toolbar
print layout view
insertion point
cover letter
status bar
title bar
groups
tabs