

Name: _____

microsoft word

- | | |
|------------------------------------------------------------------|-------------------|
| 1. create a document | A. text |
| 2. Microsoft (MS) Word – create a | B. document |
| 3. Title Bar – shows the “title” of your | C. change |
| 4. Quick Access Toolbar – Save, Undo, | D. document |
| 5. Cursor – the insertion point on your | E. Microsoft word |
| 6. Ribbon – quick access to document | F. document |
| 7. Status Bar (views and zoom) – your view of the | G. screen |
| 8. Ctrl Home - takes you to top of | H. Characters |
| 9. Ctrl End – takes you to end of | I. Redo |
| 10. Scroll Bar on right of screen – move up and down within a | J. document |
| 11. Font – the printed “style” of your | K. document |
| 12. Undo/Redo – reverse a change to a document/repeat a previous | L. document |
| 13. Formatting | M. editing |