

Name _____ Section _____

Worksheet for Word and Word Processing

1. What are the three topics to be discussed in this slide show? _____ ,
_____, and _____ .
2. How many spaces do you place between words and after commas? _____ .
3. Which key are you encouraged to use when making a single letter capitalized? _____ .
4. What does **default** setting mean? _____ .
5. What is the default font, size, and style in Microsoft Word? _____ .
6. What are three types of **line spacing**? _____ , _____ , and _____ .
7. Which **line spacing** do you use for typing personal and business letters? _____ .
8. What are the four types of **text alignment**? _____ , _____ ,
_____, and _____ .
9. Which **text alignment** will align the text to the left **and** right margins? _____ .
10. What are three types of **font styles**? _____ , _____ , and _____ .
11. What is **Microsoft Word**? _____ .
12. What **bar** at the top of Word displays the name of the program and the file name? _____ .
13. What is the default name that Word gives to a document that has yet to be saved? _____ .
14. What are the names of the buttons found at the upper right corner of a Windows program?
_____, _____ / _____ , and _____ .
15. Which is the name of the bar that displays how many words you have typed? _____ .
16. Name six commands that are found in the **Font** group? _____ ,
_____, _____ , _____ ,
_____, and _____ .
17. What are the five **groups** that are part of the **Home** tab? _____ , _____ ,
_____, _____ , and _____ .
18. Which group has the command buttons to change **font, size, and font style**? _____ .

19. Which button in the upper right side of the Word window has two names?_____.
20. *What two things should you immediately do as you are saving a document for the first time?
_____ .
21. What do you click so that you can see what the document will look like before you print?
_____ .
22. What is the name of the command button that you should press immediately after you realize that you made a mistake?
_____ .
23. Draw a picture of the **Office button**.
24. Draw a picture of the command button used to **open an existing file** that started and saved.
25. Draw a picture of the command button that you would use to **undo** a mistake that you just made.
26. Draw a picture of the command button that when pressed, will show you everyplace that you spaced, pressed TAB, and pressed ENTER.
27. Draw a picture of the command button used for **removing** words or object from one part of your document so they can be placed elsewhere in your document.
28. Draw the set of buttons that are located in the upper right corner of a Windows program.
29. Which **text alignment** do you think is commonly used for textbooks, magazines, and newspapers?
_____ .
30. *Which **operating system** is currently being used in Rm. 521? _____ .

**Answers to questions with an asterisk are NOT found in the slide show.*