

**L**

**K**

**J**

**I**

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**A**

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Review Microsoft Word Vocabulary

**Part 1:** Fill in the blanks with the names of the MS Word Window Elements that you can remember from yesterday!!

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| --- | --- | --- | --- |
| **A.** |  | **H.** |  |
| **B.** |  | **I.** |  |
| **C.** |  | **J.** |  |
| **D.** |  | **K.** |  |
| **E.** |  | **L.** |  |
| **F.** |  |  |  |
| **G.** |  |  |  |

**Part 2:** Answer the following questions looking in the MS Word Window in the first page

1. Is This a Microsoft Word Document? YES NO
2. How many Tabs does MS Word have, name them?

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1. How many groups does the Home Tab have, name them?

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1. What is the Font Type on this document?

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1. What is the Font Size, on this document?

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1. What is the Zoom percentage on this document?

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1. What is the Title name of this document?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What Tab is currently selected, on this document?

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1. Home many pages are in this document?

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