Microsoft Word

Activity Sheet 001 for Grades Four, Five, Six, Seven and Eight
Saint Bernard School – Mother Alphonsus Multimedia Center

To start the program:

1. If the ***Microsoft Tool Bar*** icon is not open on the Windows desktop, double-click the icon.
2. Choose the [W] ***Microsoft Word*** program icon.

To create a document:

1. Click on the ***file*** menu.
2. Select ***new*** from the list.

Getting started with the document window

1. The _____is a full screen of the word processor.
2. The _____shows the type and title of the document.
3. A _____gives you access to all the program's functions.
4. The _____gives you access to some of the most commonly used program functions.
5. The _____and the _____are used to format text.
6. Scroll arrows in the _____move the document up and down.
7. Scroll arrows in the _____move the document left and right.
8. The _____is the non-shaded area of the ruler.
9. The _____is where you create your document.
10. The _____shows which page and section is currently displayed in the workspace.
11. The _____***(show/hide)*** are symbols in text that show an outline of your workspace.

Understanding the ruler

1. The _____let you align text within paragraphs using left, center, right, and decimal tab stops by clicking on the ruler.
2. The _____line up whole paragraphs along the left margin, centered between margins, along both margins or along the right margin.
3. The _____let you set the spacing of text to single, one-and-one-half, and double line spacing.
4. The _____inserts a bullet (·) in front of the text.
5. The _____inserts a number(s) in front of the text.
6. The_____ (top) sets the start of the first line of a paragraph.
7. The _____sets how far to the left text can go.
8. The _____measures the width of your page and its side margins, the distance between tabs, and the length of lines of text.
9. The _____set the type style of text to bold (**B**), italic (*I*), and underline (U).
10. The _____sets how far to the right text can go.
11. The _____changes the selected paragraph to the previous tab stop or indents to the left by one character.