Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Computer Technology

# 2013 Word Window Worksheet

# **Directions:** Open the presentation named **2013 Word Window PowerPoint** in the shared drive. Press F5 to begin the presentation. On Slide 2, place the mouse over the part of the Word Window diagram until the mouse pointer turns to a hand. Click on the part and fill in the Word Window on the back of this worksheet. Read the information about each part and answer the following questions.

# 1. What does this toolbar provide?

2. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab goes to the Backstage View. A collection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are opened when selecting different tabs.

3. What does the ribbon provide?

4. Sub-menus located within each ribbon are called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. To display the ruler, go into the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.

6. What four things can be contained within the document window?

7. Where is the status bar located?

8. What are the three view options?

9. What allows different parts of the document to be displayed in the document window?

10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will also open the Help menu.

11. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shows the name of the open document.