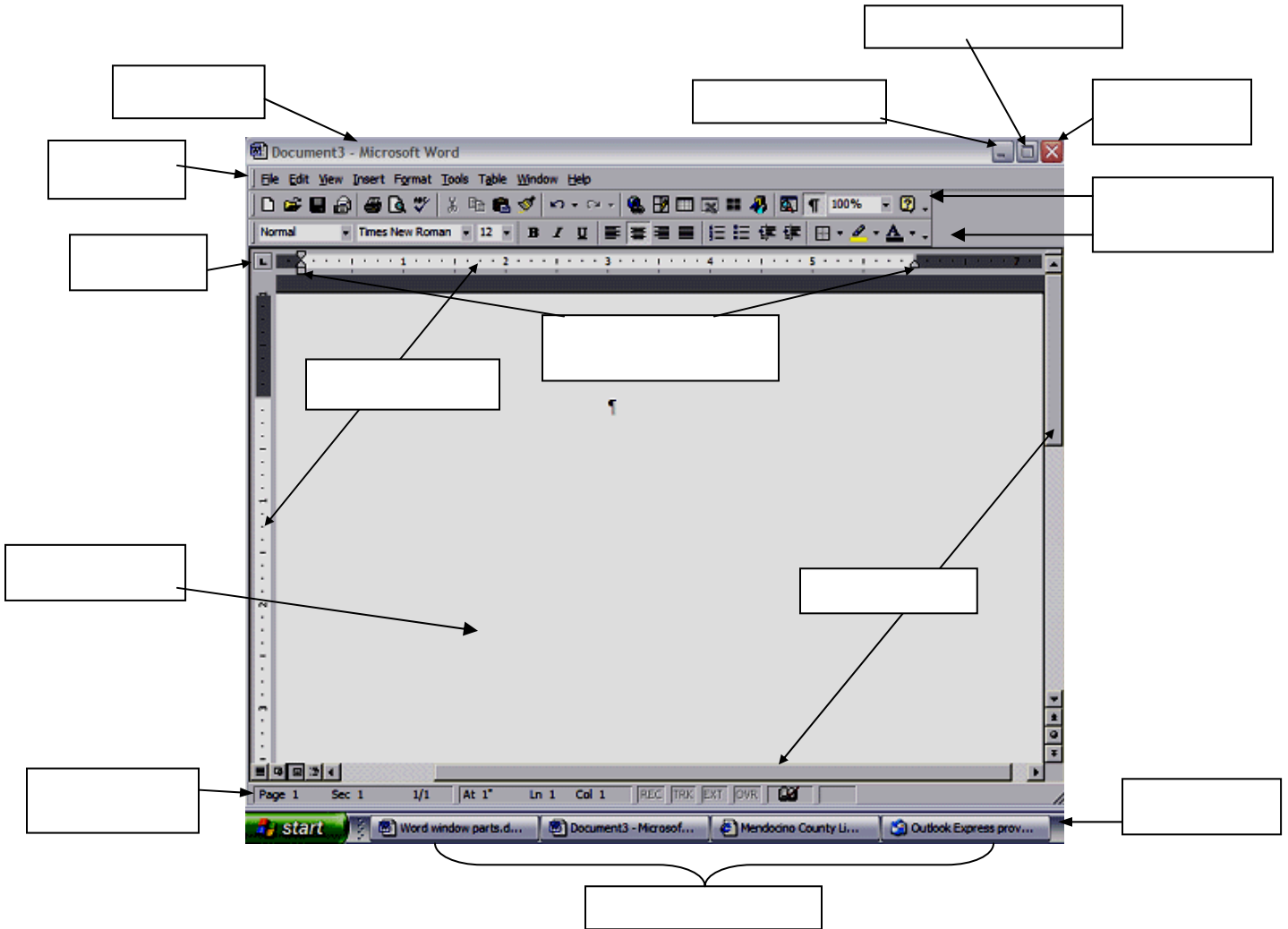


Exercise #1

Label the Word Window Parts

In this exercise you will practice labeling the parts of a Microsoft Word Window.

Instructions: Label the parts of the Word window. If you are stumped, you can refer to the labels at the bottom of the page.



Place each word in the appropriate box above to label the parts of a MS Word window

- | | | | | | |
|-------------------------|-------------|-------------------------|----------|-----------------|-------|
| Task bar | Scroll bars | Minimize | Menu bar | Indent/margins | Tab |
| Rulers | Title bar | Status bar | Toolbars | Reduce/Maximize | Close |
| Open programs/documents | | Document display window | | | |

Bonus – add labels for these toolbar buttons

- | | | | | |
|-------|--------------|-----------------|------------------|--------------|
| Copy | Align left | Print | Open a document | Font style |
| Paste | Bullets | Font size | Paragraph marks | Align center |
| Save | New document | Increase Indent | Numbered bullets | |