

Vauxhall High School

Information Technology

Grade 8

Classwork Sheet

Objectives:

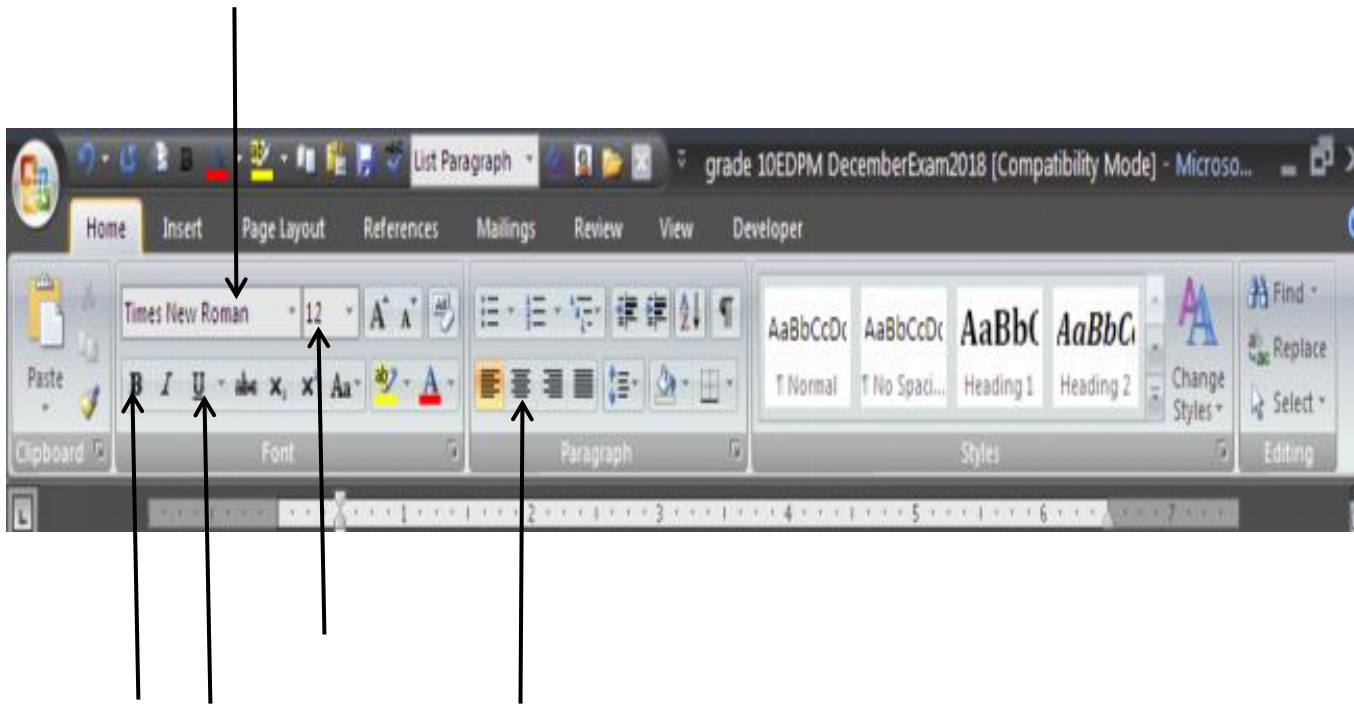
1. Label parts of Microsoft word 2010

2. Identify icons in Microsoft word

Question 1

Label the following Microsoft Word 2010 Window













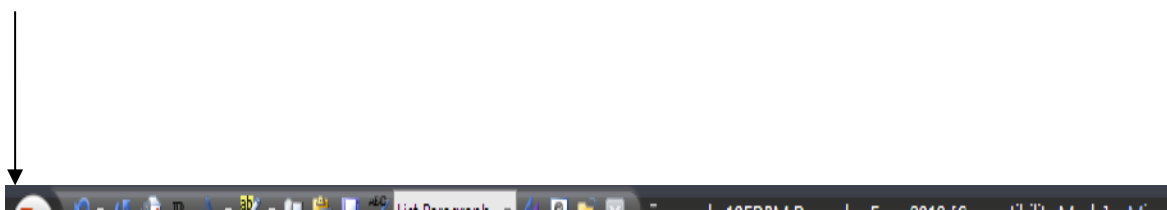
Question 2

KNOWING YOUR ICONS IN MICROSOFT WORD





Circle the correct icon to select your answers below





1.     You have completed the document and want to make certain that you have not made Spelling or grammar errors.





2.     You want to move information you selected to another location in the



document you are typing which button can be used to CUT it.





3.     You have made a change to the active document and want to make certain that those changes are **SAVED**.





4.     If you want to make a duplicate or **COPY** of some information you selected.

5.     A document which has been saved into a folder on your computer is to be **OPENED** so changes can be made.

6.     You wish to call attention to a statement in your document by making the text **BOLD**.

7.     A Memo is to be prepared inviting parents to a performance. You want the headline to be **CENTERED** on the page.

8.     You have made a birthday certificate and you want the student's name to be displayed in **COLOUR**.

9.     If you wish to make the heading of a paragraph to be bigger than the information below it.

