Multiple Choice Questions

1. What is the main purpose of word processing software?
   a. To create pictures
   b. To write and edit text
   c. To play games
2. Which key do you press to save a document?
   a. Ctrl + P
   b. Ctrl + S
   c. Ctrl + Z
3. What can you use to change the style of your letters?
   a. Font
   b. Colour
   c. Size
4. How do you close a document in Word?
   a. Click the 'X' in the corner
   b. Press the power button
   c. Open a new document
5. Which button would you click to start Word?
   a. The 'Start' button
   b. The 'Word' icon
   c. The 'File' menu
6. Where do you see the name of your document?
   a. Ribbon
   b. Title Bar
   c. Status Bar

A Critical Thinking Questions

1. Why is it important to save your work regularly when using word processing software?
   _____

   _____

2. Maham is writing a story about her pet cat in Word. She wants to make the title bigger and bolder. How can Lucy change the font size and make it bold?
   _____

   _____

Vocabulary Matching

Document	To change or correct text
Font	A written or printed work
Save	To stop working on something
Edit	The style of text
Close	To keep a copy of your work

GETTING STARTED WITH WORD

A Colour and Label

Ribbon   File tab   Horizontal ruler   Title bar
Dialog box launcher   Minimise   Maximise   Vertical ruler
Status Bar   Close