MICROSOFT WORKSHEET 2

LINK: https://www.youtube.com/watch?v=S-nHYzK-BVg

1. What are templates in Microsoft Word?
2. To create a document of your own from scratch what template would you select?
3. What are the different choices at the top of the word page called?
4. Once you click on a new Tab, what opens up?
5. Each Ribbon is divided into different what?
6. What is the small button at the bottom of some groups called?
7. What is a launch button for?
8. What button allows you to see more of less of the document?
9. If you're having trouble finding an option that you'd like to use, what can you do?
10. Where will you find the most commonly needed options for your document?
11. What button allows you to change something if you made a mistake?
12. What tab do you go to if you would like to add a picture?
13. Clicking on "pictures" will allow you to browse through what to add a picture?
14. What two things appear when you click on the picture once it's added to the document?
15. What option will allow you to move the picture wherever you want?
16. What function allows you to remove part of the photo?
17. How is a text box different from the text you are already putting into a Word document?
18. What tab can give you spelling helps?
19. What should you double check before you get ready to send in your paper?
20. After you go into the "FILE" tab, what is the first thing you should do with your document?