**Activity 31**

Choose a number (from the following page) to illustrate each of the following features:

To print a document 6 ✓

The up and down (vertical) scroll bar 16✓

Page layout Views 18✓

The Main Menu 1✓

Minimize the window 13✓

The vertical Ruler 29✓

Align text (left/right/center/justified) 21✓

Change the font size 9✓

Save a document 4✓

Underline text 23✓

The Home Ribbon 26✓

Open a blank document 2✓

Insertion point on editor 27✓

Add more commands to the Quick Access Toolbar 10✓

The name of the open document 11✓

The horizontal Ruler 12✓

Activate the Help function 15✓

Exit the program 14✓

Open an existing document 3✓

Show/hide enter marks/spaces 19✓

Used to set Tab stops 28✓

Bold text 25✓

Obtain a print preview 5✓

The border / line function 20✓

Automatic bullets 22✓

Change text to italics 24✓

Change the font type 8✓

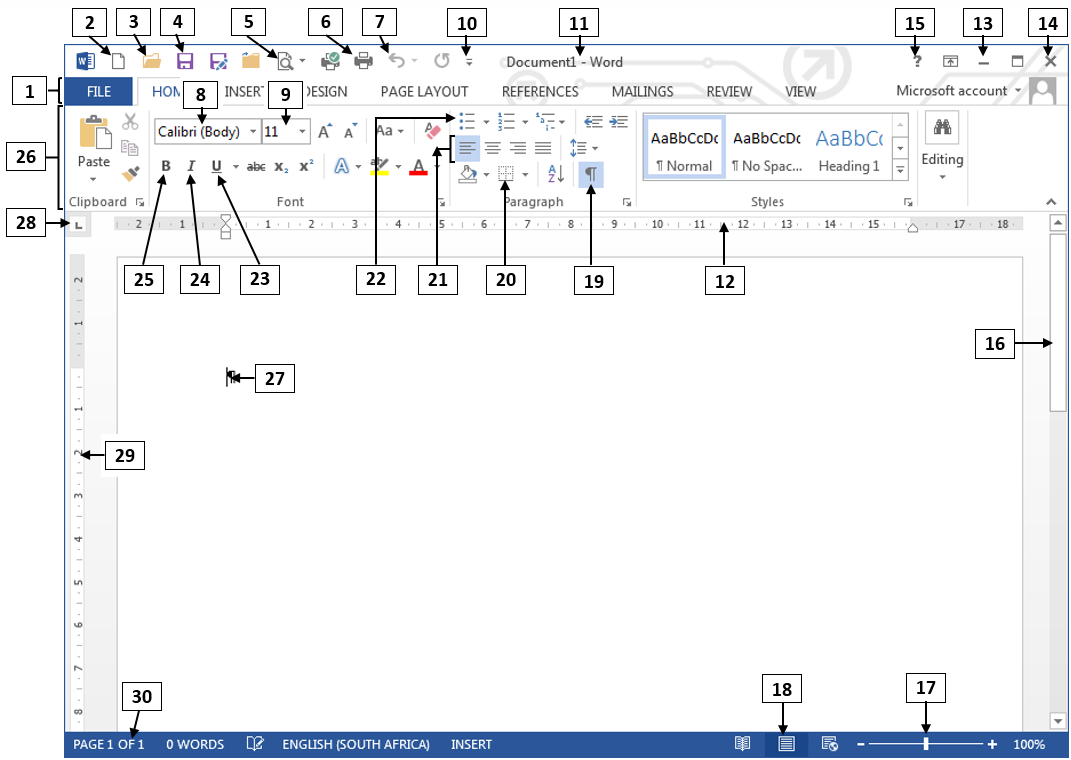
The Zoom control (e.g. 75% or 100%) 17✓

The Status Bar 30✓

UNDO button 7✓

[30]

**Activity 31 (*continued*)**

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