**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✓

To minimize the window 13✓

The vertical Ruler 29✓

To align text (left/right/center/justified) 21✓

To change the font size 9✓

To save a document 4✓

To underline text 23✓

The Home Ribbon 26✓

To open a blank document 2✓

Insertion point on editor 27✓

To add more commands to the Quick Access Toolbar 10✓

The name of the open document 11✓

The horizontal Ruler 12✓

To activate the Help function 15✓

To exit the program 14✓

To open an existing document 3✓

To show/hide enter marks/spaces 19✓

Used to set Tab stops 28✓

To bold text 25✓

To obtain a print preview 5✓

The border / line function 20✓

Automatic bullets 22✓

To change text to italics 24✓

To 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*)**

