



Activity 31

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

To print a document	6 ✓	The horizontal ruler	24 ✓
The up and down (vertical) scroll bar	27 ✓	Activate the Help function	10 ✓
Page Layout views	29 ✓	Exit the program	12 ✓
The Main Menu	1 ✓	Open an existing document	3 ✓
Minimize the window	11 ✓	Show/hide enter marks/spaces	23 ✓
The vertical ruler	26 ✓	Used to set Tab stops	16 ✓
Align text (left/right/centre/justified)	21 ✓	Bold text	17 ✓
Change the font size	14 ✓	Obtain a print preview	5 ✓
Save a document	4 ✓	The border/line function	22 ✓
Underline text	19 ✓	Automatic bullets	20 ✓
The Home ribbon	15 ✓	Change text to italics	18 ✓
Open a blank document	2 ✓	Change the font type	13 ✓
Insertion point on editor	25 ✓	The Zoom control (e.g. 75% or 100%)	30 ✓
Add more commands to the Quick Access toolbar	8 ✓	The Status bar	28 ✓
The name of the open document	9 ✓	UNDO button	7 ✓

Activity 31 (continued)

