



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]✓

Activity 31 (continued)

