



Vocabulary

Key Terms

Backstage view

button

command

cursor

dialog box

document

edit

folder

group

insertion point

pointer

Quick Access Toolbar (QAT)

Ribbon

ScreenTip

scroll bar

status bar

tab

title bar

Academic Vocabulary

consider

determine

Review Vocabulary

Complete the following statements on a separate piece of paper. Choose from the Vocabulary list on the left to complete the statements.

1. A(n) _____ is text that tells you what a button does. (p. 7)
2. The _____ contains groups of command buttons that you can click to perform tasks. (p. 6)
3. You can add frequently-used commands to the _____. (p. 8)
4. Related groups are collected under a(n) _____. (p. 6)
5. When customizing the Quick Access Toolbar you need to think about, or _____, what commands you would place on the QAT. (p. 6)

Vocabulary Activity

6. Create a five-question quiz based on this lesson's vocabulary and their definitions.
 - A. Decide what the format of the questions will be (for example, fill-in-the-blank, multiple choice, matching).
 - B. After you have created your quiz, team up with a classmate and exchange quizzes.
 - C. Take each other's quizzes. Note any terms that you get wrong and identify the correct answer. Focus on any terms you did not understand as you read the lesson.

Review Key Concepts

Answer the following questions on a separate piece of paper.

7. Which of the following is located in the paragraph menu? (p. 11)

A. Open	C. Save
B. Print	D. Show/Hide
8. Which task can you do from the Save As dialog box? (p. 9)

A. Format text	C. Open a file
B. Name a document	D. Close a file
9. What tool lets you change a document's magnification? (p. 19)

A. Office button	C. Zoom
B. Quick Access Toolbar	D. Scroll bar
10. What is a quick way to select a sentence? (p. 12)

A. Double-click the sentence.	C. Click the sentence.
B. Hold down Ctrl and click in the sentence.	D. Click to the right of the sentence.