

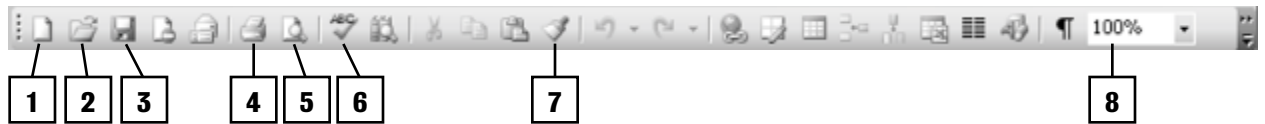
Unit 4

WORKSHEET 4C

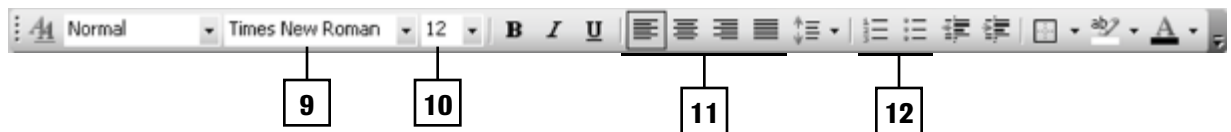
Microsoft Word Toolbars

Directions: Look at the Microsoft Word toolbars below. Label each item on the screen using the correct key term from the list. Not every word will be used.

▼ Standard Toolbar



▼ Formatting Toolbar



- | | |
|-----------------|------------------|
| 1. _____ button | 7. _____ button |
| 2. _____ button | 8. _____ button |
| 3. _____ button | 9. _____ button |
| 4. _____ button | 10. _____ button |
| 5. _____ button | 11. _____ button |
| 6. _____ button | 12. _____ button |

- | | | | |
|-----------------------|-----------|----------------|---------------|
| Print | Open | Save | Print Preview |
| Bullets and Numbering | Alignment | Format Painter | New Document |
| Spelling and Grammar | Font Size | Font | Zoom |