

# WORKSHEET

## CHAPTER 8

### INTRODUCTION TO MICROSOFT WORD 2013

FILL IN THE BLANKS USING THE APPROPRIATE WORDS GIVEN BELOW.

Word processing software, Number, Text, tabs, ribbon, file, highlight, apple pages, formatting, pictures, rulers

1. We can easily type text as well as insert pictures in a document in word processing software.
2. We can highlight important word or lines in a document by making them **bold**, *italics* or underline.
3. We can easily add number to the pages easily.
4. The process of changing the appearance and arrangement of texts is called formatting.
5. The tabs on the ribbon have commands that are divided into groups.
6. File tab has options to create, open, save and close documents.
7. The ribbon just below the title bar has several tabs on it.
8. Microsoft Word is one of the most popular word processing software
9. Apple pages is an example of Word Processing Software.
10. Rulers lets us change the width and height of the work area.