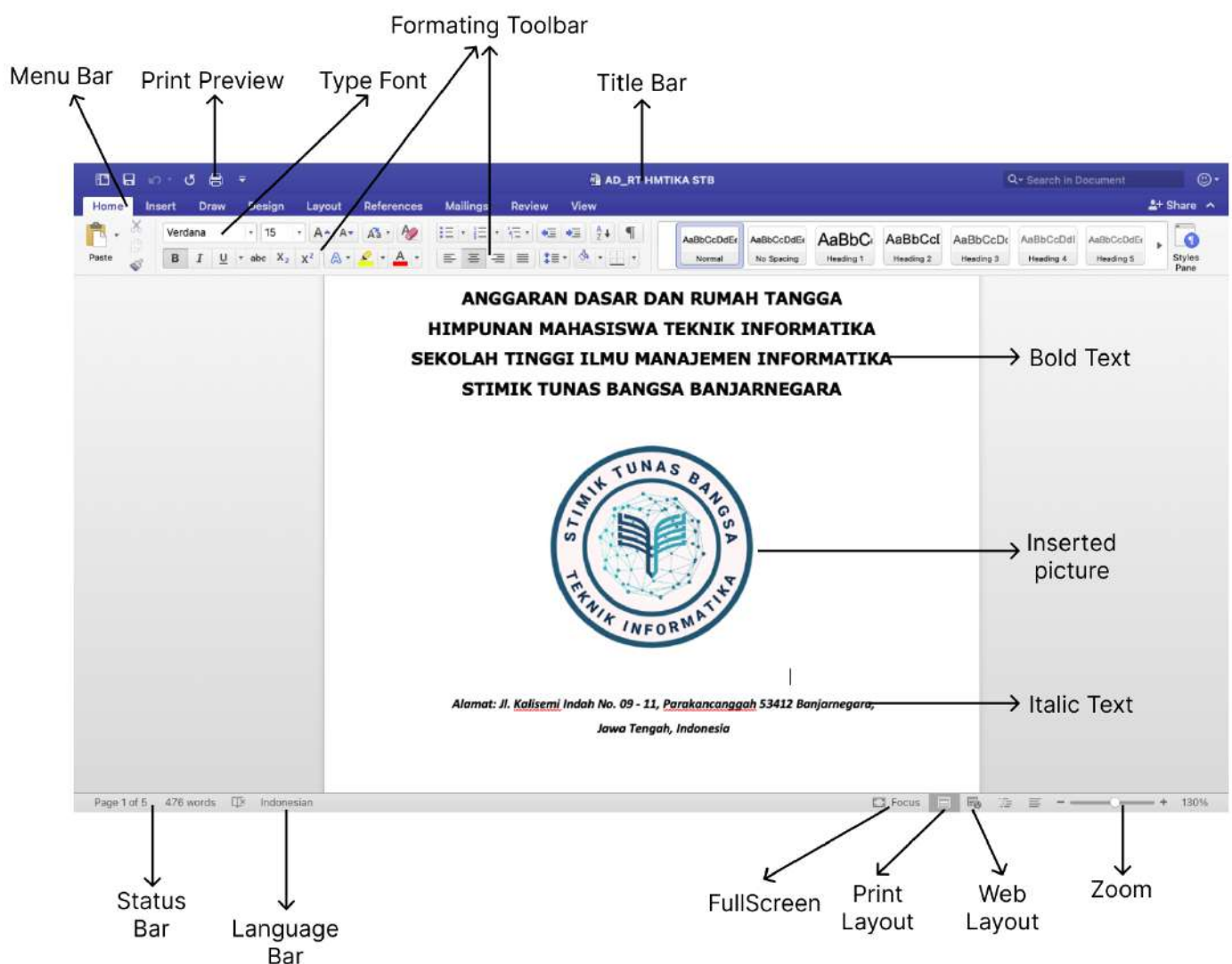


Reading



You Must Know BASIC SOFTWARE

1. Read the screen shoot of the Microsoft Word and translate the labelled features and functions into your own language.



Reading

You Must Know BASIC SOFTWARE

2. Complete these sentences with the correct features and functions above.

1. The Standard _____ lists the icons to save or print a document, spell check, etc. The _____ Toolbar is the area for changing font, alignment, indentation, etc.

2. A font consists of three elements: _____ , type style and type size. For example, Palatino bold at 10 points.

3. Type style refers to a visual characteristic of a typeface, for example B for _____ , I for _____ and U for underlined.

4. If you need to change indentation – the space between the page margin and where the text aligns – you can click the Increase or Decrease _____ buttons.

5. The _____ and _____ commands allow you to specify customized texts at the top and bottom of every page.