

## Chapter 4

### WORKSHEET

#### I. Answer the following questions.

1. What is the use of MS Word?

---

2. Write down the components of the Word 2013 window.

---

3. Write the location and use of the horizontal and vertical rulers.

---

4. Write the steps to create a new document in Word.

---

5. Write the steps to add new text in Word 2013.

---

#### II. Find the following words in the word grid and circle them.

MS Word	Ribbon	Document	Window	Save	
File	Close	Open	Redo	Undo	Bold

F	C	R	M	S	O	W	U
I	L	I	S	A	P	I	N
L	O	B	W	V	E	N	D
E	S	B	O	E	N	D	O
O	E	O	R	E	D	O	V
Y	M	N	D	C	Q	W	D
D	O	C	U	M	E	N	T
B	O	L	D	F	T	G	F