

4. Introduction to MS Word 2013

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