

Unit 7

The Word Processor

Pg. 65 - 74

Exercise pg. 65 – 1  
Write the correct function  
under each icon

1. Save
2. Open file
3. Print
4. Preview
5. Cut
6. Copy
7. Paste
8. Undo
9. Redo
10. Clear
11. Search
12. Zoom in

Exercise pg. 65 – 2  
Write the correct function  
under each icon

13. New file
14. Bold face
15. Italics
16. Underlined
17. Spell check
18. Table
19. Justify

Text and questions pg. 66  
Read the text and answer  
the following questions.

1. Word starts with a blank page.
2. It formats the text as we wish.
3. It enables some other modifications to the document and shows the page as it will really look like when printed out.

Exercise pg. 67-a  
Match the words with  
their definitions or  
synonyms

- 1 – c
- 2 – e
- 3 – d
- 4 – b
- 5 – a
- 6 – f

Exercise pg. 67-b  
Match the following  
shortcuts with their  
functions

- 1 – c
- 2 – e
- 3 – d
- 4 – b
- 5 – f

## Exercise pg. 67-c

Fill in the blanks in the following sentences with the correct items from the table

1. Font
2. formatting
3. Alignment
4. Margins
5. Line spacing
6. spell checker
7. Indent
8. search and replace
9. Thesaurus

## Exercise pg. 68

Identify the functions of keys and write them next to the correct box

1. Typewriter keys
2. Function keys
3. Windows keys
4. Cursor control keys
5. Numeric keypad
6. Enter keys
7. Other
8. Application key



## Exercise pg. 69

Write the correct name of the key next to each description.

1. Shift
2. Windows Key
3. Backspace
4. Home
5. Num Lock
6. Print Screen
7. Alt
8. Tab
9. Caps Lock
10. Ctrl
11. End
12. Esc

Exercise pg. 70  
Sort the definition in  
correct order by matching  
the pictures

1. Highlight the text that has the formatting that you want to duplicate.
2. On the ribbon, click the format painter and go back to the document. The mouse pointer now appears as I-beam with a paint brush.
3. Select the text by dragging mouse on it.
4. As soon as you release the mouse button the text receives the format of the other text.

Exercise pg. 71  
A dialogue

1. formatting
2. highlight
3. command
4. the task bar
5. the copy command
6. undo