4.0.3 Microsoft Word Screen Components Quiz
Click on the correct response.
If you are wrong you will be given the opportunity to:

- Try again
- Continue
- Quit

Click here to continue...
Question #1

This is the ________________ and it allows the user to move quickly through the document.

Horizontal Ruler  Horizontal Tool Bar  Horizontal Scroll Bar
Question #2

This is the ______________ and it returns the window to its previous shape and size after minimizing it.
Question #3

This is the _______________ and it is used for emphasis to make certain words and phrases stand out.

Big Button  Back Button  Bold Button
Question #4

This is the ______________ and it lets the user know the name of the current document and the name of the open program.

Title Bar

Menu Bar

Scroll Bar
Question #5

This is the ______________ and it provides options for proofreads your document and suggests solutions to errors.
Question #6

This is the _______________ and it provides the names of the categories for the variety of available commands.

Selection Toolbar  Tabs Bar  Horizontal Scroll Bar
Question #7

This is the _____________ and it removes the selected text or object from the screen and places it on the clipboard.

Cut Button  Paste Button  Undo Button
Question #8

This is the _______________ and it will ask the user if he/she wants to save changes to the document and exit the entire program.
Question #9

This is the ______________ and it assists the user with the task of alignment.

Horizontal Ruler

Horizontal Tool Bar

Horizontal Scroll Bar
Question #10

What symbol indicates where text will appear when the user begins typing?
Correct
Correct
Correct
Correct

Try Again  Next Question  Exit
Correct
Correct
Correct

Try Again  Game Over  Exit
Incorrect
Incorrect
Incorrect

Try Again  Next Question  Exit
Incorrect
Incorrect
Incorrect
Incorrect

Try Again  Next Question  Exit
Incorrect

Try Again  Game Over  Exit