Example Document

Name:

Title: Getting to Know Word

Date:

1. Vocabulary definitions
   1. Quick Access Toolbar is
   2. The Ribbon is
   3. The Command Group is
   4. The Ruler is
   5. The Page Number Indicator is
   6. Word Count is
2. What year was Microsoft Introduced to the Public?
   1. Your answer here
3. What are the different types of document views AND explain what each does.
   1. Your answer here
4. Who is the founder of Microsoft and when did he start the company?
   1. Your answer here
5. What is the backstage view? Please list all the tabs in the backstage view.
   1. Your answer here