Please open a new blank word document save it as "Getting to Know Word" to your student drive or a flash drive.

Please start your document using the following information:

**Name: Your Name**

**Title: Getting to Know Word**

**Date: Today's Date**

Please answer the following questions using complete sentences, proper punctuation and grammar:

1. **Please define the vocabulary words listed below.  Hint: Use the GCF Learn Website for vocabulary definitions.**
   1. **Quick Access Toolbar**
   2. **The Ribbon**
   3. **Command Group**
   4. **Ruler**
   5. **Page Number Indicator**
   6. **Word Count**
2. **What year was Microsoft Word introduced to the public?  Hint: Use the internet to help answer question.**
3. **What are the different types of document views AND explain what each one does? Hint: There are three.**
4. **What is the backstage view?  Please list all the tabs in the backstage view. Hint: Use GCF Learn link for help**
5. **Change the zoom of the document to 120%**

**Save the document and submit in Edmodo or Classcraft.**