

4. This called the what?\_\_**title** **bar**\_

2. These are called what?\_\_**tabs**\_\_\_\_\_\_\_\_\_\_\_

1. This is the button that allows you to save, open, print, etc. and takes you to the backstage view?\_\_**File\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. This is called the what?\_\_**task** **bar**\_

12. This is called the what that allows you to customize your window?\_\_\_\_**quick** **access** **toolbar**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. This is called the what?\_\_\_**status** **bar**\_\_\_\_\_\_\_\_\_

10. This is called the what?\_\_**Start**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. This called the what?\_**Ribbon**\_\_\_\_\_\_\_\_\_\_\_\_

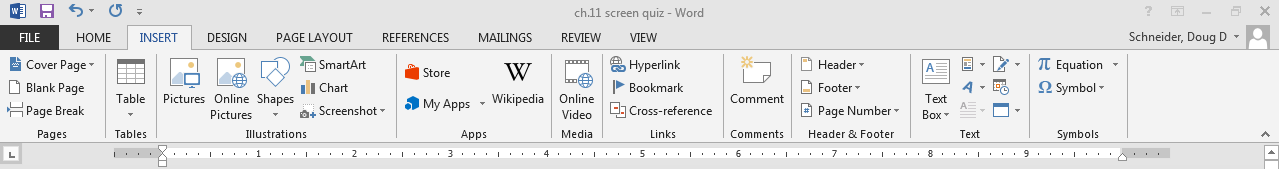
7. The Arrow changes to a what when it is placed in the document?\_\_\_\_\_\_\_**I-Beam**\_\_\_\_\_\_\_

5. The blinking line is called a what?\_\_\_**insertion** **point**\_\_\_\_\_\_\_\_

6. What type of window is this where you can type text in it?\_\_**Document** **Window**\_\_\_\_

11. What type of window is the entire program?

\_**Application** **window**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

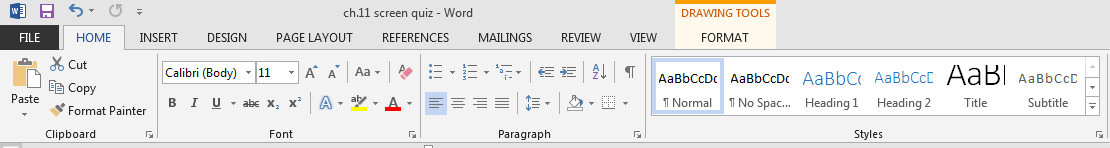


13. What button is this called?\_\_**minimize**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. This is called the what?\_\_**ruler**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. What button is this called?\_restore down/ **maximize**\_\_\_

15. What button is this called?\_\_**Exit/ Close**\_\_\_\_\_\_\_\_\_\_



18. What is the name of this button that gives you more options?\_\_**dialogue** **box** **launcher**\_\_\_\_\_\_\_\_\_\_\_\_

17. What are these sections called?\_\_**groups**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_