

Word Processing Review Questions 1 of 2

You may use your Word Processing PowerPoint Hand-Out to answer the following questions. Write your answers to the questions in the space provided. Please read each question carefully so you answer all the parts of each question.

1. What is Word Processing software used to do?

2. Name the three advantages of using Word Processing software over a typewriter when creating a document.

3. List the five steps used in creating a word-processed document.

4. When you enter text (using the keyboard) into a newly created document, which process are you performing - Creating, Inserting, or Deleting?

5. Under what two circumstances would you press the Enter key when using a word processor?

6. What does Word Wrap do?

7. What does Editing change in a document?

8. When you enter text (using the keyboard) into an existing document, which process are you performing - Creating, Inserting, or Deleting?

Name: _____

9. Which mode is the Insert key in when the new text you are typing causes the existing text to disappear?
10. Fully describe what happens when you perform a cut. Draw the cut button.
11. Fully describe what happens when you perform a copy. Draw the copy button.
12. Fully describe what happens when you perform a paste. Draw the paste button.
13. When you perform a Paste, how does the computer know where you want to place the "Paste" material?
14. If you want to move some text to a different part of your document, which combination of operations would you perform - Copy and Cut, Copy and Paste, or Cut and Paste?
15. What is the Clipboard?
16. What is Spell Checker used for? Draw the Spell Checker button.
17. What is the Grammar Checker used for? Draw the Grammar checker button.
18. What is the Thesaurus used for? Which menu and command do you use on a toolbar to access it? How can you access it using the mouse, but without using a toolbar?