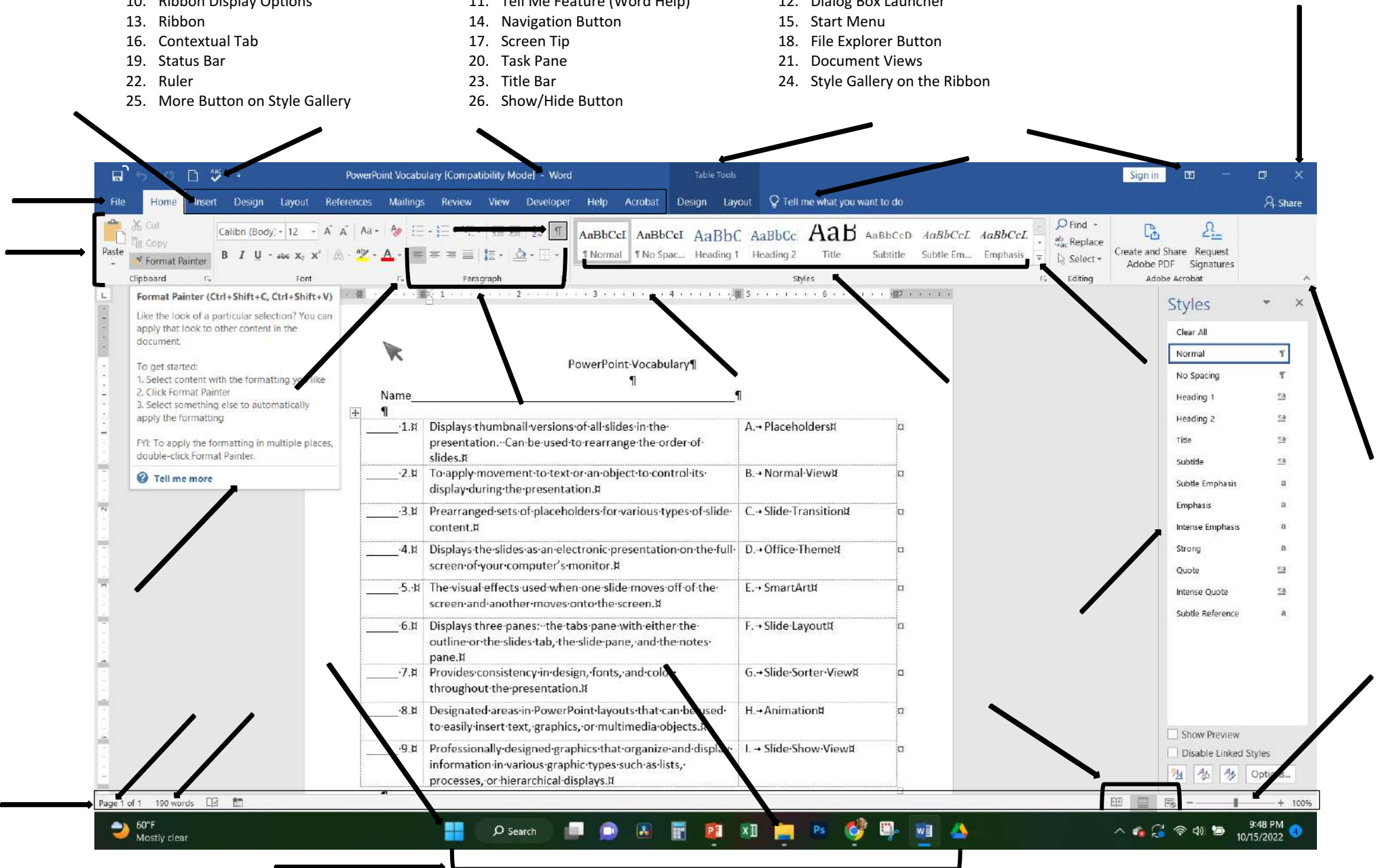


Microsoft Office Word 2019 Program Window

Clearly label the following items—**USE WORDS NOT NUMBERS**. Pencil is recommended for this activity. (3 pts. each).

- | | | |
|----------------------------------|---------------------------------|---------------------------------|
| 1. Quick Access Toolbar | 2. Close Document Button | 3. Collapse the Ribbon Button |
| 4. Task Bar | 5. File Tab | 6. Word Count |
| 7. Ribbon Tabs | 8. Group of Commands | 9. Zoom Control |
| 10. Ribbon Display Options | 11. Tell Me Feature (Word Help) | 12. Dialog Box Launcher |
| 13. Ribbon | 14. Navigation Button | 15. Start Menu |
| 16. Contextual Tab | 17. Screen Tip | 18. File Explorer Button |
| 19. Status Bar | 20. Task Pane | 21. Document Views |
| 22. Ruler | 23. Title Bar | 24. Style Gallery on the Ribbon |
| 25. More Button on Style Gallery | 26. Show/Hide Button | |



Name _____

DIRECTIONS: Fill in the blank with the correct term from the Word Bank. Find and label the example of each item on one of the diagrams below. **USE WORDS NOT NUMBERS.** Pencil is recommended for this activity. (3 pts. each).

	A secondary window that opens to display additional features.
	An area where you type text
	A square button you click to select one or more options
	A round button you click to select ONE option from a group of options.
	A rectangular button with an ellipsis which when clicks opens another dialog box or a task pane offering additional features.
	Displays a list of options available for a command.
	The combination of a text box with an up and down arrow to change the value in the text box.
	A tab located in a dialog box which when clicks offers a different set of software features.
	Appears at the top of all program windows and dialog boxes bearing the name of the program and/or name of currently active document or dialog box.

Word Bank

Check Box
 Dialog Box
 Dialog Box Tab
 Drop Down List
 Open Dialog Box Button
 Radio Button
 Spin Box
 Text Box
 Title Bar

