

Word Section 1

Knowledge Check

		Answer
1.	This area on the screen contains tabs and commands divided into groups.	
2.	Click this tab to display the Backstage view.	
3.	Use this keyboard command to move the insertion point to the beginning of the document.	
4.	To select a sentence, hold down this key and then click anywhere in the sentence.	
5.	This toolbar contains the Undo and Redo buttons.	
6.	To begin checking the spelling and grammar in a document, click this tab and then click the Spelling & Grammar button in the Proofing group.	
7.	This feature automatically detects and corrects some typographical errors.	
8.	Use this feature to find synonyms for a word.	
9.	Display a document in this view for easy viewing and reading.	
10.	The <i>Navigation Pane</i> check box is located in this group in the View tab.	
11.	Click this button at the Find and Replace dialog box to replace all occurrences of text.	
12.	Click this option at the New tab Backstage view to display available templates.	Don't do
13.	Click this button on the Open dialog box toolbar to create a new folder.	Don't do
14.	Select nonadjacent documents at the Open dialog box by holding down this key while clicking each document name.	Don't do