

## Quiz

### Using Word Processing Software

\* Create a new document. In that document, type the answers to the following questions.

1. How do you take a paper copy of your document with you?
2. Name another word processing software package other than Word?
3. Name something that all word processing software can do?
4. Where do you find most of the commands in MS Word?
5. What do you do if you want to keep a file to use later?

\* Reformat your answer to question #1 by making it **bold**.

\* Copy and Paste the answer to the third question so that it appears twice.

\* Add text to the bottom of what you have typed that explains what you learned today.

\* Save the file to the desktop. When you name the file, include your first name as part of the filename.

\* Close the file and MS Word.

\* Tell the instructor that you have finished and allow the person to look at the file that you have created.