



Quiz #1 – MICROSOFT WORD
PLEASE COMPLETE THE FOLLOWING QUESTIONS BELOW
AND RETURN IT TO THE INSTRUCTOR ON DUTY.

1. What is the company that created the application Word?

2. How do you save a document in Microsoft Word on a diskette? Explain step by step procedure.

3. What are two ways to bold, italic and underline text? Explain step by step procedure.

Bold _____

Italic _____

Underline _____

4. Type the following statements below, save it to your diskette and name the file **wordquz1**. Use **ONLY** the font Times New Roman and the font size should be 13.

How **are** you today?

The temperature today is 78°F in *Washington, D.C.* **but tomorrow is going to be HOT!**

Most of the **PEOPLE** in *class* today will only get ***about*** $1/2$ of this quiz correct.

Name: _____

Results: _____