Computer Competency Worksheet for Microsoft Word
for computers in 22/114

Complete this worksheet and give to your instructor

1. **How do you turn on the computer when the screen is dark?**
   Push the "POWER" button on the hard-drive.

2. **How do you get to Microsoft Word?**
   Using the mouse, click "Start" (at bottom left corner of screen);
   then click "Programs".....then "Microsoft Office".....then "Microsoft Word".

3. **How do you get to the Internet?**
   Using the mouse, click "Start" (at bottom left corner of screen);
   then click "Programs"......then "Internet Explorer"(e.g.).

4. **How do you open a file on the "A" drive?**
   Click on "File"…..then "Open"…..then select & click "3 ½ Floppy A"
   folder…..then highlight the desired file and double click or click the "Open" button.

5. **How can you tell if a file or program is "selected"? (Hint: What color is it?)**
   It is highlighted in "blue".

6. **Which button on the mouse, right or left, should you usually use?**
   The "left" one.

7. **Which key do you use to remove text to the <u>left</u> of the flashing cursor?**
   The "backspace" key.

8. **Which key do you use to remove text to the <u>right</u> of the flashing cursor?**
   The "delete" key.

9. **What moves on the screen when you move your mouse? (The flashing cursor or the "I" bar?)**
   The "I" bar.

10. **What is the cursor? (What does it look like?)**
    It directs the computer as to where the next activity/instruction will occur.
    It looks like a flashing/blinking short vertical line.

11. **How do you move the cursor to a different spot in your document?**
    By moving the mouse on a flat surface (eg, a rubber pad).

12. **What happens to the I-bar when you move it toward the edge of the screen?**
    It becomes an arrow. (This means that it is outside the defined area of the document.)

13. **How do you "highlight" text?**
    By placing the cursor to the left of the text, then clicking and dragging through (horizontally and vertically) all the desired text.