

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 left of the flashing cursor?**
The "backspace" key.
8. **Which key do you use to remove text to the right 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.