



Microsoft Word 2010 Scavenger Hunt

The commands in Microsoft Word 2003 are similar to that of Microsoft Word 2010 except the placement if different.

This scavenger hunt will help you get acquainted with Microsoft Word 2010. Remember, there is always more than one way to complete a task. After completing this assignment you will have a solid understanding of how to navigate Microsoft Word 2010.

Launch Microsoft Word 2010 and notice the new look.

1. Examine the screen. How many items are located on the ribbon interface? Name them:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____



2. The File Tab is a new feature in Word 2010. This is similar to the 2003 File Menu.

- a. What information does the Info Tab provide? _____

- b. What can you find under the Recent Tab? _____

- c. What useful templates are located under the New Tab? _____

- d. How do I create a new document? Explain. _____



Let's explore some of the commands on the Home Tab.



3. With all Microsoft Word tabs you can identify their purpose by hovering over the item with your mouse. A title box will appear indicating the name of the command.

- a. Name at least five features that you would use during the day under this tab.
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____
 - v. _____



Microsoft Word 2010 Scavenger Hunt Answers

SJ Ball



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