Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class \_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_

**Freshman Business Experience**

**Beginner’s Guide to Microsoft Word Video Assignment**

1. **What are the nine (9) Tabs that are used in Microsoft Word?**

1. **According to the video, how can you insert the ruler feature?**

1. **How do you insert a picture?**

1. **What was the picture that was inserted in the video?**

1. **What do you do to keep most frequently used documents at the top of the Recent Column List?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES if needed**