

Name: _____ Date: _____ Period: _____

Microsoft Word

WORTH: (10 POINTS)

DESCRIPTION:

Students will be asked to show their knowledge and familiarity in Microsoft Word by performance and demonstration in class.

REQUIREMENTS

Introduction to Microsoft Word	Completed
Text Basics (2 points): Typing in text, Alignment of text, Editing Text: Cut, Copy, Paste, Select All, Clear, Find & Replace	
Saving Documents (1 point): New, Open, Close, Save, Save As	
Formatting Text (2 points): Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Change the Text Case	
Working with Objects (2 points): Shapes, Clipart and Picture, Word Art, Page Number, Date & Time, Header & Footers, Working with bullets and numbered lists	
Introduction to Table (1 point): Inserting / Creating Table	
Printing (2 points): Page Setup, Setting margins, Print Preview, Short Cut Keys	

Grade _____/10