*Word Lessons 1-4
Partner Review Activity*

***Instructions:*** Use your notes from Word Lessons 1-4 to review the following concepts. Write your answers. This can be done individually, in partners or small groups. It would be more effective if it were completed while viewing the Microsoft Word interface on your computer.

1. List ways you can access the following features. Remember there is often more than one way to do something in Word such as keyboard shortcuts, shortcut menus, dialog boxes, etc.
	1. Special characters
	2. Symbols
	3. Multi-level lists
	4. Margins
	5. Tabs
	6. Save
	7. Print
	8. New Blank Document
	9. Undo/Redo
	10. Thesaurus
	11. Spell/Grammar check
	12. Borders and shading
	13. Alignments
	14. Indents
	15. New line command
	16. Format painter
	17. Repeat
	18. Fonts
	19. Center a document vertically on the page
	20. Center a line horizontally on the page
	21. Bullets and numbers
	22. Bold, italicize, and underline
	23. Line spacing
	24. Spacing before and after a paragraph
	25. Quick styles
	26. Themes
2. What are the defaults for the following:
	1. Margins
		1. Top
		2. Bottom
		3. Left
		4. Right
	2. Line spacing
	3. Spacing before and after a paragraph
	4. Style
	5. Tabs
	6. Alignment
	7. Fonts
3. What is a synonym and antonym?
4. What is the difference between Repeat and Format Painter?
5. What does a wavy red line mean under a word? A wavy blue line?
6. What is word wrap?
7. List the ways you can select:
	1. A paragraph
	2. A word
	3. The entire page
	4. The entire document
8. Explain the three elements of a font:
	1. Font face
	2. Font size
	3. Font style
9. How do you change your indents or your margins using the ruler?
10. How do you place a border around a paragraph? A page?
11. Describe the following alignments:
	1. Center
	2. Left
	3. Right
	4. Justify
12. Describe how the following indents appear on your page?
	1. Left
	2. Left and Right
	3. Hanging
	4. First line indent
13. What is a template?
14. How do you access the template feature in Word?
15. What is the difference between a block and modified block style letter?
16. What is the difference between open and mixed punctuation in a letter?
17. Draw a sketch of the letter parts and spacing between letter parts for a block style letter with open punctuation.
18. Locate on the Word screen the following parts:
	1. Title bar
	2. Quick Access Toolbar
	3. Backstage View
	4. Ribbon
	5. An example of a Group
	6. An example of a Dialog Box Launcher
	7. Ruler Bars
	8. Status Bar
	9. Mini Toolbar
	10. View Buttons
	11. Zoom Settings
	12. New Document icon
	13. Undo/Redo
	14. Insertion Point
	15. I Beam
19. What are the keyboard shortcuts for the following:
	1. Select all text
	2. Copy
	3. Paste
	4. Spell check
	5. Hanging indent
	6. Left indent
	7. Center horizontally
	8. Left align
	9. Right align
	10. Justify
	11. Save
	12. Bold
	13. Italicize
	14. Underline
	15. Print