*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