First & Last Name:

**Review of Basic Skills - Word**

This document file name must be renamed. To **Rename** the file you need to Go to the File Main Menu and click on it. **Choose File** > **Save As** , You are changing the “**Untitled\_Final**” file. You need to erase the word “Untitled” and replace it with your 2021\_09\_30 Last Name\_First Name Word Review Grade (your grade number and Code),

It will look like this: 2021\_09\_30 Branner\_Merle Word Review\_4G

Save the document to your One Drive in the Creative Exploration folder.

This is a review of basic Word skills. Let’s see how you do.

First, please type your first and last name above on the top left-hand side. Next, I would like you to Cut the title of this exercise and paste it right here: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This requires you to highlight the title “Review of Basic Skills-Word” below your name. In the **Ribbon Bar** you should be on the **Home** tab. You should see a Scissors - **Cut**, Paintbrush – **Copy Formatting**, a clipboard with the word Paste under it - **Past**e, and two pieces of paper - **Copy**. These are the Cut, Copy and Paste features you need. Highlight the word and choose **Cut**. This will cut the title that you just highlighted. Next you will highlight the line above. Highlighting is a click and drag. Now choose the word **Paste.** You just pasted the title over that line. That was an excellent job.

Now it is time to do a **Copy** command. Go up to your name. **Highlight** your name. Then you need to choose **Copy**. Next, I want you to **Paste** your name here:

Insert yourcursor after the two dots**:** (which is a colon) above and **Paste** your name.

“This is the sentence you will Bold and make it a 12 point font.”

The next thing I would like you to do is make the above sentence **Bold, 12 point** and **Underline**. This requires you to highlight the sentence and change the size of the font and make the whole sentence **Bold.** To do this you will look for the menu choice on the Ribbon tab and look below the font name Helvetica**.** You will see the features **B,** a slanted ***I*** and an **U** with a line under it. The **B** is **Bold**, the ***I*** *is for* ***Italics***and the **U** is for **Underline**. Make sure the sentence is **Highlighted.** Now, make the sentence **12 point, Bold** and **Underline.**

Now, I like you to take this line of text and **center** it.

To do this you will need to **Highlight** the text above and go to the Ribbon Home Tab and choose the **Center** justification. This feature has lines that show Left Justification, Center Justification, Right Justification and Totally Justified (which is a line of type going from the edge of the left margin to the edge of the right margin).

On top of this document, you see the words Left, Middle and Right. These words are in what we call a Header. I like you to change the header word “Left” to become a page number. When you tap in the Header you will now be in the Ribbon tab called **Headers & Footers**. **Highlight** the word “Left” and Delete it. Choose the **Page Number**. Make sure you erase the word Left. Choose **Alignment Left Footers** and click **OK.** If the word **Left** is still there just **Delete** it**.**

Your next task is to change the spacing on these three words below to be **Single-Spaced** and then turn these three words into **bullet points.**

Red

Green

Yellow

Here is how to do it; Highlight all three of these words. Then you will make sure you are on the Home tab in the Ribbon. Look for the Line Spacing: a picture of lines with arrows going up and down.Change the line spacing from **2.00 (Double-Spacing)** to **1.00 (Single-Spacing).**  You now need to look for the **Bullets & Lists.** This is also in the **Home** tab of the Ribbon. You will see the image of three dots with three lines next to it. Remember, **Highlight** your words and then choose the **Bullet**.

You have just reviewed many of the basic features in many word processing programs. If you did not know how to do most of these skills before, that is okay. You do now! I just walked you through them in this review exercise. There are many more features to learn which we will do throughout the school year.