Word Processing Review

1. Internet searches made by:
2. Used to evaluate Web site information:
3. Boolean search:
4. Plagiarism:
5. Word processing programs:
6. Formatting:
7. Ways to change text appearance:
8. Change size of an object:
9. Document orientation:
10. Bold and Highlight text:
11. Undo and redo:
12. Subscript and superscript font:
13. Paragraph alignment:
14. Types of lists:
15. Tool to create own graphics:
16. Table:
17. Change column width in tables:
18. Move text (copy, cut)
19. zoom
20. Sharing Google documents:
21. Text choices make impression
22. Identify insertion point
23. Use delete and backspace key
24. Margins
25. Crop image

Template:

Complete a card

[Link 1](https://vs029.k12.sd.us/Computers/ICT%201/Card%20Template.docx)

[Link 2](https://vs029.k12.sd.us/Computers/ICT%201/cardTemplate%202.docx)

Complete the envelope

[Link](https://vs029.k12.sd.us/Computers/ICT%201/Envelope.docx)

Application to format a document:

1. Add page color
2. Add border
3. Change margins
4. Change font
5. Apply heading style
6. Insert image
7. Add bulleted and number lists
8. Insert table
9. Add drawing with callout
10. Insert a link