## Formatting Features

## Computer Technology

**Directions:**  Try the features in the Formatting Features guide on your computer and answer the questions below.

1. What are the four alignment choices in Word?
2. What button do you click to open the **Page Setup** dialog box?
3. What is a font?
4. How is a font size measured?
5. In which grouping is the option found to change the underline style?
6. To create a page border:

* Choose the **Page Layout** tab.
* In the **Page Background** grouping, choose the \_\_\_\_\_\_\_\_\_\_\_\_\_\_button. Select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab. Choose a “Setting” and select a “Style”.
* Notice the other options in the box. Notice the **Apply to:** box. Click **OK**.
* The options in the **Apply to:** box are:

**COMPLETE ASSIGNMENT #1 - Invitation**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ orientation displays text on a page where the width is greater than the height.
2. Write down two options included with the **Line Spacing** button in the **Paragraph** grouping that relate to paragraphs.
3. What is the default setting for spacing after a paragraph?

**COMPLETE ASSIGNMENT #2 – Short Report**

1. What three ways can you use the indent marker located on the ruler bar?
2. What is the name of the tool that will copy formatting?

In the box provided, draw the tool from the Standard toolbar.

1. To create a custom bullet:
   * Click the arrow next to the **Bullet** button. Select **Define New Bullet**.
   * Choose the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button.
   * Choose a bullet character and click **OK** out of the dialog box.
2. To replace a word with a synonym in a document use the **Thesaurus** feature that can be found under the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.



1. Use the tool on the **Quick Access toolbar**, the F7 key, or the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab to access the

Spelling & Grammar feature. Notice the options in the Spelling and Grammar dialog box.

1. The **Text Highlight Color** button is found in which grouping?
2. What are the four placement choices listed in the **Page Number** menu?

**COMPLETE ASSIGNMENT #3 – Short Report 1**

1. Where can you choose a pre-defined numbering style?
2. To create a border or box:

* Select the text. With the Home tab open, choose the arrow on the **Borders** button in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grouping.
* Choose the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ option to open the Borders and Shading dialog box.
* Select an optionin the “Setting” section, select a “Style”, and verify your choice in the **Apply to:**  box.
* Click **OK**.

1. To shade text within a border:

* Click the text inside the border. Open the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box from the **Borders** button menu.
* Choose the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab. Choose a color, click **OK.**

1. What grouping should be used to format text into two or more columns?

**COMPLETE ASSIGNMENT #4 – Race Track**

1. How do you open the Tab dialog box?
2. What is the first thing you should do in the **Tabs** dialog box?
3. What are the five types of tabs you can set in the **Tabs** dialog box?

**COMPLETE ASSIGNMENT #5 – State Statistics**

## Advanced Word Features

## Computer Technology

**Directions:** Open Word. Open **Advanced Word Features** from the Shared Drive. **Save** in your student H: drive as Advanced Word Features. Try the features in the Advanced Word Features guide on your computer and answer the questions below.

1. How far do headers/footers print from the edge of the page?
2. What menu option should be selected to create a custom header?
3. What are pre-defined graphics called?
4. In what grouping is the “ClipArt” button located?
5. What is the default text wrapping style when a graphic is inserted?
6. Which text wrapping option should be used if you want the text to be visible in front of or on top of the image?
7. What is the intersection of a column and row called?
8. What key do you use to move between cells in a table?
9. The **Tables** grouping is found in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.

**COMPLETE ASSIGNMENT #6 – Letterhead and Table**

1. What is a Style?
2. What are preset styles called?
3. In the **Home** tab, the “Replace” button is found in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grouping.
4. What button should be clicked if every occurrence of a word or phrase should be replaced automatically?
5. Name three types of diagrams that can be inserted using SmartArt.
6. The color or a SmartArt diagram can be changed using the “Change Color” button in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grouping.
7. What is a watermark?
8. The Research tool is found in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.

**COMPLETE ASSIGNMENT #7 – Diet**

1. What is WordArt?
2. What tab should you open to format WordArt once it is inserted?
3. What dialog box allows the WordArt text to be typed and formatted?
4. To insert a shape, click the “Shape” button in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grouping.
5. In the box provided, draw what the insertion point looks like when you select a shape to be inserted in a document.



1. Name two effects groupings that can be used to add effects to shapes.

**COMPLETE ASSIGNMENT #8 – Town Map**

# **Setting Tabs Reference Sheet**

## Computer Technology

STEPS FOR SETTING TABS:

1. LEFT ALIGN before setting tabs
2. Select the launcher in the Paragraph grouping.



1. Click the Tabs button to open the Tabs dialog box.

# Select Clear All.

1. Type in number in Tab Stop Position.
2. Select Alignment radio button.

(Left, Center, Right, Decimal, Bar)

1. Select Leader radio button.
2. Click SET.
3. Click OK when all tabs are set.
4. Tabs can also be set and removed on the ruler bar.