

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Formatting and Editing Skills PowerPoint Assignment

Directions

1. Use the Formatting and Editing Skills PowerPoint presentation to help you answer the following questions.
2. Create a word processing document to respond to the following assignment questions.
	1. Key your heading in the header
	2. Type each question in bold and unbold your answers
	3. DS between questions

*Assignment Questions*

1. What type of software is word processing software?
2. Create a bulleted list of 3 types of documents that word processing software would be used to create.
3. Create a bulleted list of 2 advantages of using word processing software rather than handwriting a document.
4. Where on a word processing screen would you find the filename of a document?
5. What is the on-screen blinking character that shows where the next character will be entered?
6. What do scroll bars allow you to do?
7. Tools bars allow you to access what?
8. What are the measurements of a standard piece of typing paper?
9. Changing the page orientation of a document means that you change what?
10. Setting the margins of a document means that you have done what?
11. When something is keyed in the header of a document, where does it appear? When something is keyed in the footer of a document, where does it appear?
12. Would changing the margins of your document change the alignment of the text within the document? Why/why not?
13. What does line spacing refer to?
14. Word wrap allows you to do what?
15. Which type of centering results when text is centered between the left and right margin?

Which type of centering results when text is centered between the top and bottom margin?

1. Create a bulleted list of your 3 favorite fonts.
2. What is adding color, bolding, and underlining called?
3. What would be the best formatting for text that needs to be arranged in a list?
4. If your teacher gave you a rough draft of a letter and asked you to make changes, what is this called?
5. When text is copied, is it removed from its current location?
6. What feature is accessed when text is cut or pasted?
7. What is the word processing feature that checks the spelling of words against a file of correctly spelled words?
8. What does the thesaurus allow you to do?
9. Allison’s mouse is not working. Is she still able to use her word processing software?
10. Which word processing feature could Dan use to find a synonym for the word “attractive” for his essay?
11. Becky needs to type a series of numbers and wants to use the numeric keypad. What key must she strike in order to do this?
12. Eric is typing an essay for language arts. What key should he use to indent his paragraphs?
13. Joan is typing the title Countries in Asia in her social studies report. Which shift key should she use?
14. Which operational key is used to carry out commonly used commands, such as save and print.
15. Ricky has just finished his report and noticed that he left out an important sentence. What key would he use to add the missing sentence?
16. Alex accidentally brought up the Print window. What key would he use to close this window?
17. What key could be used instead of the left arrow key to quickly move you to the beginning of a line of text?
18. To quickly move through the pages of a document, which keys would you use?
19. Which key will automatically move the cursor 5 spaces at a time?
20. Which operational key would be used to access the commands in the menu bar?
21. Which key could you use to quickly access the Help feature?