

Session 1 Review: Microsoft Word

What job does each command do? Draw a line from the command to the job.

1. Make WordArt.

Calibri (Body)

2. Change the font.



3. Draw a rectangle.



4. Change the shape outline.



5. Zoom in.



6. Put an underline under words.



7. Center words in a text box.

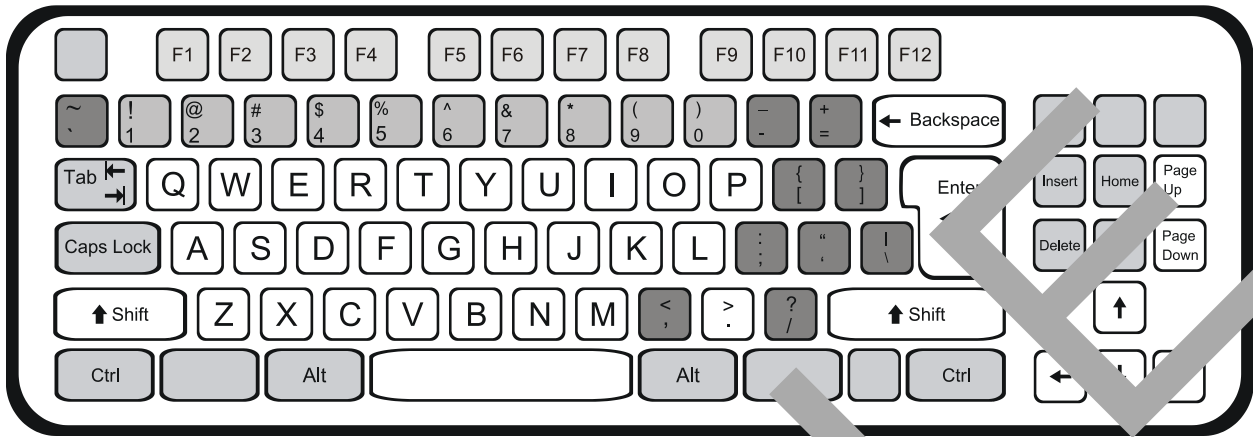








8. Turn a shape



TOTAL: /8

Session 1 Review: The Keyboard



1. Color the letters in your name **red**.
2. The Shift key  makes CAPITAL letters. Color the key **blue**.
3. The spacebar key  makes spaces. Color the spacebar **green**.
4. The Page Down key  scrolls the slide you can see. Color the key **orange**.
5. The Page Up key  changes the slide you can see. Color the key **orange**.
6. The Enter key  moves the cursor to the next line. Color the key **orange**.
7. The  key types a period at the end of a sentence. Color the key **purple**.

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