

Word Test Review Topics

1. Create, Open, Save, and Print a Word document.
2. Insert appropriate Header or Footer in a Word document.
3. Page Setup of Word document.
 - Change the Margins
 - Change Page Orientation
4. Correct Spelling and Grammar in a Word document.
5. Format Text in a Word document.
 - Change the Font, Font Size, Font Color, Text Effect
 - Cut, Copy, Paste or Drag and Drop Text
 - Change the Cover Page, Styles or Themes
6. Format Paragraphs in a Word document.
 - Alignment: Left, Center, Right, Justify
 - Change Line Spacing
 - Paragraph Spacing: Add Space / Remove Space (Before or After)
 - Paragraph Indents
 - First Line indents
 - Left and Right indents
 - Tabs and Dot Leaders
 - Bullets and Numbering
 - Columns
7. Working with Graphics in a Word document.
 - Insert a Table or SmartArt graphic
 - Insert a Text Box or Drop Cap
 - Insert and Resize a Picture
 - Text Wrap a Picture: Tight, Square, or In Front of Text
 - Paragraph Borders and Shading
 - Page Borders and Shading
8. Create and resize a WordArt graphic.
 - Text Wrap WordArt: Tight, Square, or In Front of Text
 - WordArt Style, Text Fill, Text Effects