**Things to Know for Word Test – part 1**

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| NO | Changing Document Properties |
|  | Header & Footer, page numbers – inserting Document Properties (e.g., File Name) |
|  | Formatting text (font, color, bold, underline, italic, strikethrough, text effects, highlight, small caps, Change case) |
|  | How to access Dialog boxes (launcher buttons) |
|  | Alignment |
|  | Bullets & Numbering (including custom bullets) |
|  | Borders and Shading |
|  | Format Painter |
|  | Cut, Copy & Paste |
| NO | Insert Symbol |
|  | Line Spacing (regular AND “spacing before” and “spacing after”) |
|  | Design Styles (Home Tab) |
|  | Design Themes & colors (Design Tab) |
|  | Margins |
|  | Indents (left, right, hanging & first line)…dialog box & on ruler |
|  | Where to turn on your ruler |
|  | Tabs – setting, leaders, modifying…dialog box & on ruler |
|  | Tables – creating, merging cells, changing styles, cell alignment & direction  Inserting rows, columns, resizing, distribute rows/columns |
| NO | Sort a column on a table |
| NO | Converting tables to text, Converting text to table |
|  | Find & Replace |
|  | Thesaurus |
|  | Spell Check |
|  | Identify screen parts |