



FIRST AND LAST NAME

DATE

Educational Technology

SUBJECT

CLASS/HOMEROOM

Microsoft Word Review

1. We learned that we should create a header aligned on the right. Circle the icon you would click to align text on the right.



2. How is this icon logical? Explain how it makes sense by looking closely at it.

3. What does it mean to say text is “left-aligned”?

4. Which of the following is the most professional font?
 - a. Calibri 12-point
 - b. Times New Roman 12-point
 - c. Candara 11-point
 - d. Times 11-point

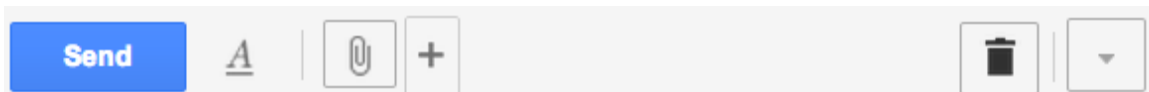
5. Circle the key you press once to indent a paragraph.



6. Where should you save files temporarily so you can find them easily?

7. What is a file attachment? Give an example along with your definition.

8. Circle the icon you click to attach a file to an email.



9. Why do you think the software programmers who designed email chose to use this icon for a file attachment? (Think – why is it logical?)

10. Tell two new Microsoft Word techniques you have learned that you didn't know two weeks ago.

- a. _____
- b. _____

11. What is one question you have about Microsoft Word that we haven't discussed yet?
