**Computer Technology**

**Word Listening Guide (KEY)**

**Directions:** In the blanks below write the steps to accomplish the following tasks in Microsoft Word 2007:

**General**

1What is Word Processing? **The use of computer software to enter and edit text.**

2The 3 different ways to “Open” a file are: **(1) Open Icon, (2) Click on the Office button, then Open, (3) Ctrl O**

3The 3 different ways to “Save” a file are: **(1) Save Icon, (2) Click on the Office button, then Save, (3) Ctrl S**

4How do you save a file with a new name or to a new folder? **Click on the Office button, then Save As**

4List the commands to Select text quickly without clicking and dragging the mouse:

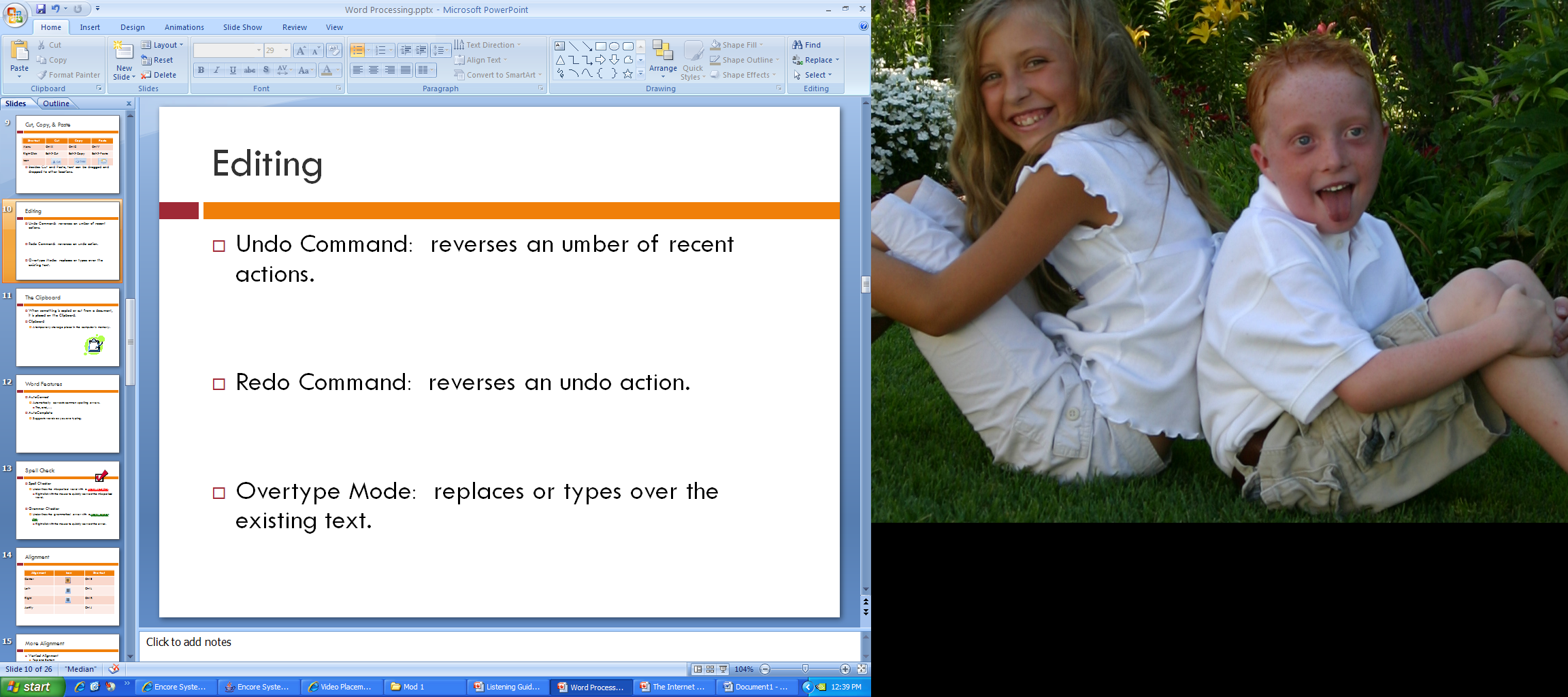
1. Select a word: **Double click on the word**
2. Select a sentence: **Single click in the left margin**
3. Select a paragraph: **Triple click in the paragraph**

5Cut – Copy – Paste:

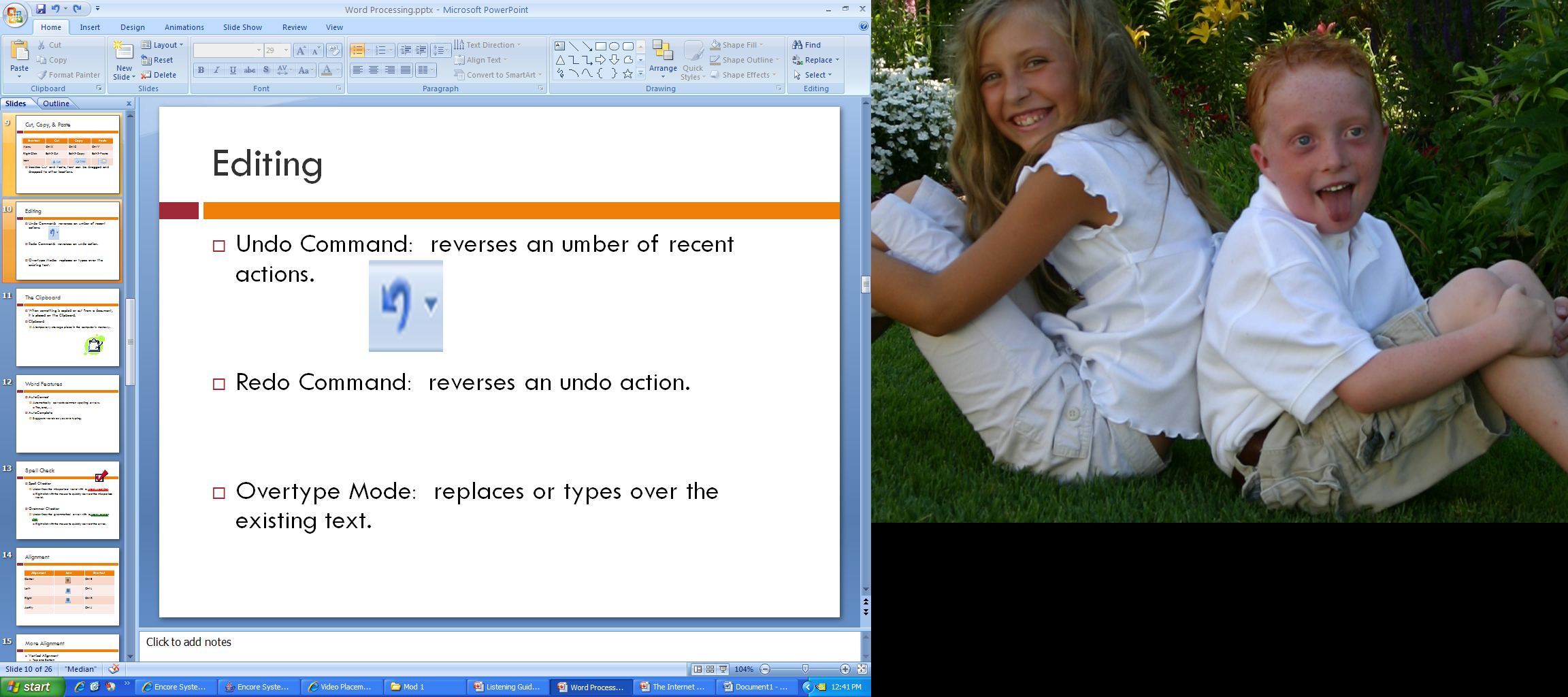
|  |  |  |  |
| --- | --- | --- | --- |
| **Shortcut** | **Cut** | **Copy** | **Paste** |
| Menu | **Ctrl X** | **Ctrl C** | **Ctrl V** |
| Right Click | **Cut** | **Copy** | **Paste** |
| Icon |  |  |  |

6.Besides Cut and Paste, text can be: **Dragged and Dropped to other locations**

7What does the “Undo” Icon do, and draw the icon to Undo: **Reverses a number of recent actions**



8What does the “Redo” Icon do, and draw the icon to Redo: **Reverses an Undo action**



9In **Overtype** mode, the text you key replaces or types over the existing text.

10The **Clipboard** is a temporary storage place for items that have been cut.

11What is Word Wrap? **It allows you to type words in a paragraph continually without having to press the Enter key.**

**Spelling**

1What is Spell Checker? **A command that finds your spelling errors, suggests correct spelling and replaces the incorrect spelled word with the correct spelling.**

2How do you quickly correct a spelling error? **Right click with the mouse**

1. What is Grammar Checker? **A command that finds your grammatical and punctuation errors, suggests correct grammar and punctuation, and replaces the incorrect grammar/punctuation with the correct grammar/punctuation.**
2. How do you quickly correct a grammatical error? **Right click with the mouse**
3. AutoCorrect **Automatically** corrects common spelling errors as you type.
4. **AutoComplete** guesses certain words you are keying in from the first few letters keyed.
5. When a word is incorrectly spelled, a **Red**  wavy line appears.
6. When the grammar/punctuation is incorrect, a **Green** wavy line appears.

**Alignment**

1. List four types of Alignments and two ways to select the alignment:

|  |  |  |
| --- | --- | --- |
| **Alignment** | **Draw Icon** | **Shortcut** |
| Center |  | **Ctrl E** |
| Left |  | **Ctrl L** |
| Right |  | **Ctrl R** |
| Justified |  | **Ctrl J** |

1. Vertical alignment centers text between **Top** and **Bottom** margins.
2. List the steps to align text vertically on the page: **Click on the Page Layout tab, Page Setup group, Layout button**
3. What are the four choices for vertical alignment?
   1. **Center**
   2. **Top**
   3. **Bottom**
   4. **Justified**
4. Horizontal alignment centers text between **Left** and **Right** margins.

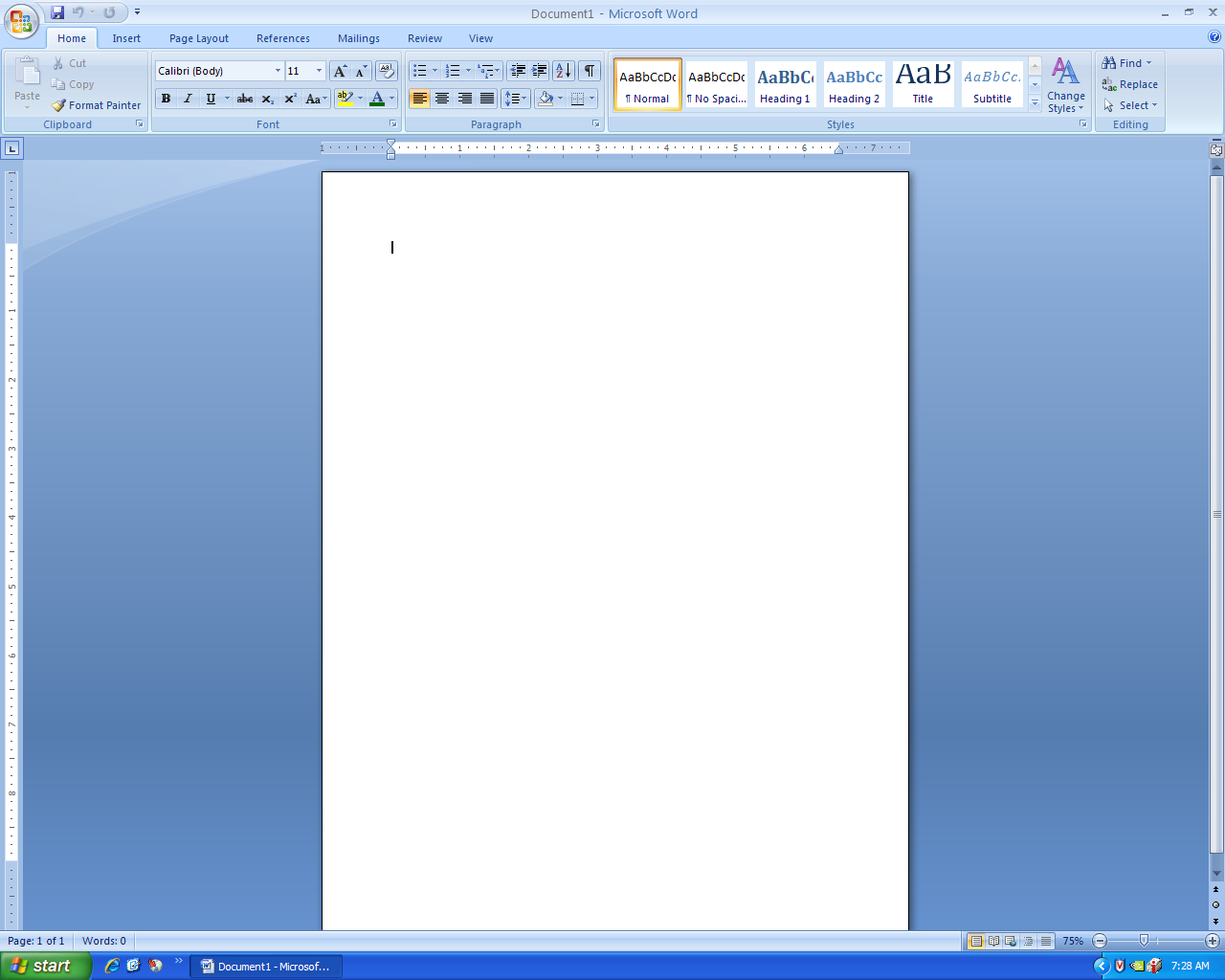
**Margins**

1. Write the path to set margins: **Click on the Page Layout tab, Page Setup group, Margins button**
2. The default margins are:

Left **1.00”** Right **1.00”** Top **1.00”** Bottom **1.00”** -

**Spacing**

1. Write the path to set line spacing: **Click on the Home tab, Paragraph group**
2. Draw the icon to set line spacing:



1. What is the keyboard method to set the following spacing:

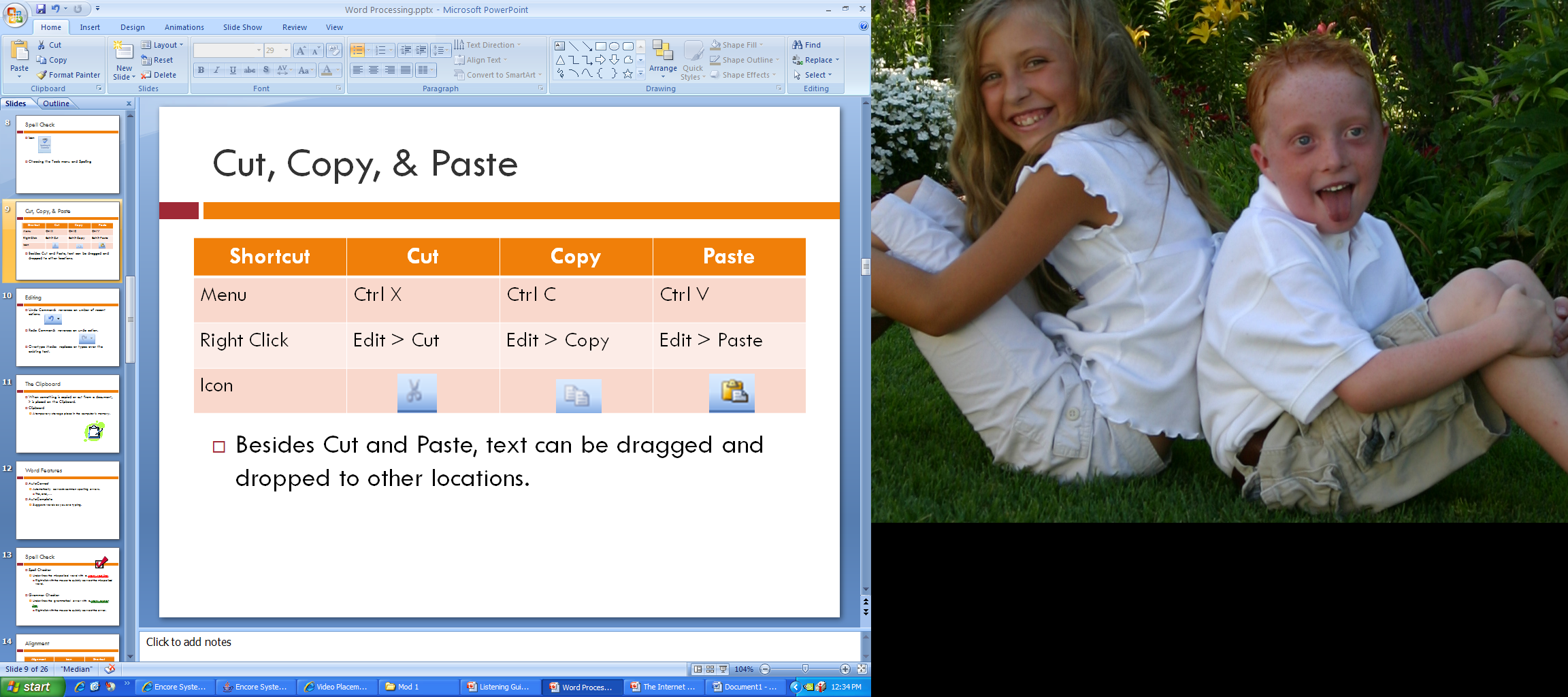
Double **Ctrl 2** Single **Ctrl 1** 1.5 **Ctrl 5** -

**Font**

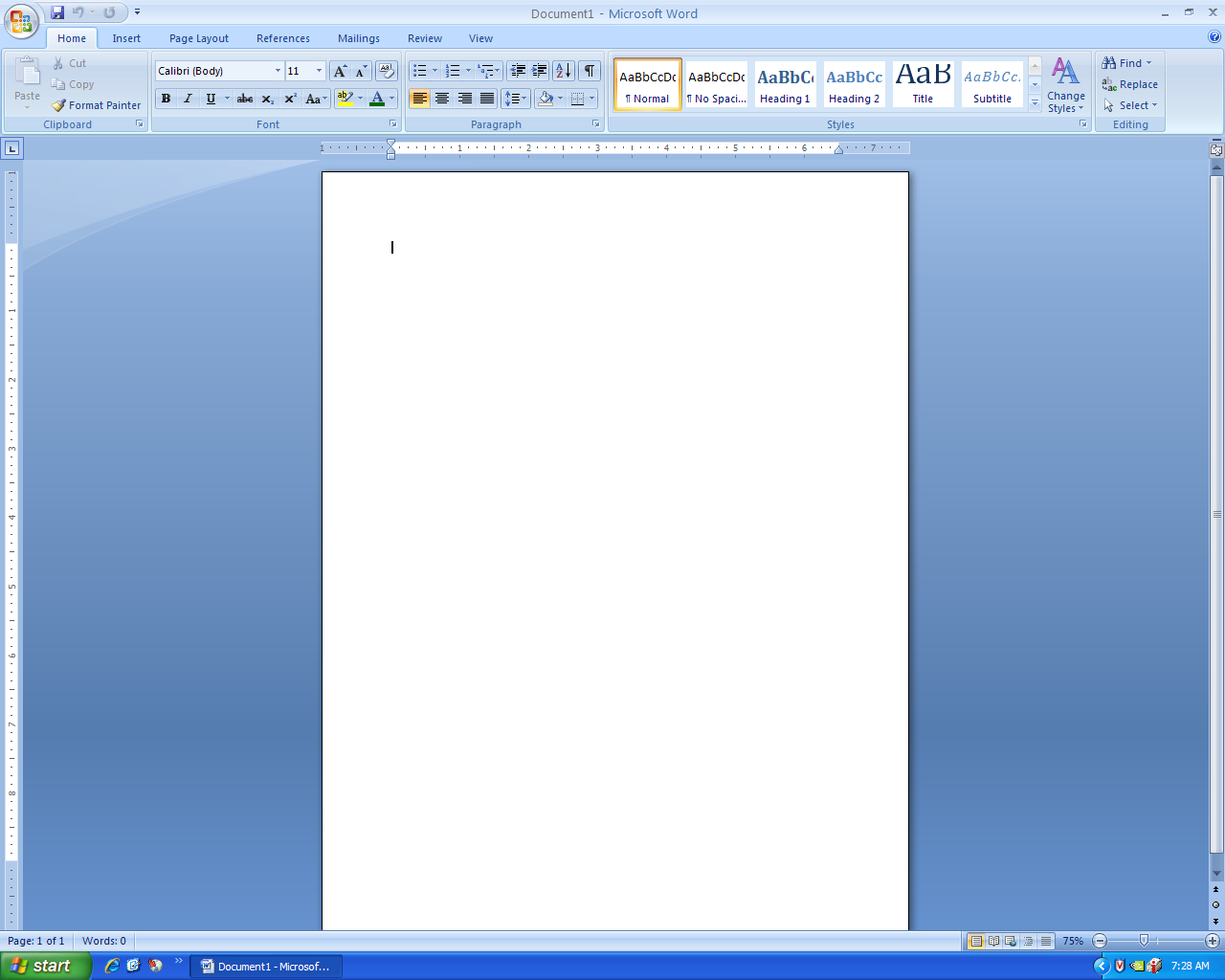
1. Explain how to change the font typeface and the font size: **Go to the Font dialog box in the Home tab, under the Font group**
2. List two ways to apply Bold, Italics, and Underline to text:

|  |  |  |
| --- | --- | --- |
|  | **Draw Icon** | **Shortcut** |
| **Bold** |  | **Ctrl B** |
| *Italics* |  | **Ctrl I** |
| Underline |  | **Ctrl U** |

1. Draw the format painter icon:



1. What does the format painter allow you to do? **Copies the style for text and allows you to copy to other text.**
2. To repeat the same style in multiple places, how many times must you click the paint brush? **Twice**
3. Draw the Icon to change font caps (Uppercase, Lowercase, Title case):



**Headers & Footers**

1. Headers are at the **Top** of the page and Footers are at the **Bottom** of the page.
2. Write the path to create a Header/Footer: **Click on the Insert tab, Header & Footer group**
3. What items go in the Header and Footer: **First and Last Name, Class Name, Class Period, Date, Name of Document**

**Printing**

1. How do you use the “Print Preview” command? **Click on the Office button, Print, Print Preview Icon**
2. How do you “Print”? **Click on the Office button, Print Icon, OR Ctrl P**
3. The **Print** **Preview** command enables you to look at a document as it will appear when printed.
4. There are **5** ways to print text on a page. **Portrait Orientation** documents are longer than they are wide. **Landscape Orientation** documents are wider than they are long.