**Computer Technology**

**Word Guide**

**Directions:** Answer the following. Try to answer them with what you know or think you know, and then use the Internet, if necessary, to validate your answers or answer the ones you don’t know. Skip the ones you can’t find.

**General**

1. What is Word Processing?
2. The 3 different ways to “Open” a file are:
3. The 3 different ways to “Save” a file are:
4. How do you save a file with a new name or to a new folder?
5. List the commands to Select text quickly without clicking and dragging the mouse:

Select a word:

Select a sentence:

Select a paragraph:

1. Cut – Copy – Paste:

|  |  |  |  |
| --- | --- | --- | --- |
| **Shortcut** | **Cut** | **Copy** | **Paste** |
| Menu |  |  |  |
| Right Click |  |  |  |
| Icon |  |  |  |

1. Besides Cut and Paste, text can be:
2. What does the “Undo” Icon do, and draw the icon to Undo:
3. What does the “Redo” Icon do, and draw the icon to Redo:
4. In mode, the text you key replaces or types over the existing text.
5. The is a temporary storage place for items that have been cut.
6. What is Word Wrap?

**Spelling**

1. What is Spell Checker?
2. How do you quickly correct a spelling error?
3. What is Grammar Checker?
4. How do you quickly correct a grammatical error?
5. When a word is incorrectly spelled, a wavy line appears.
6. When the grammar/punctuation is incorrect, a wavy line appears.

**Alignment**

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

|  |  |  |
| --- | --- | --- |
| **Alignment** | **Draw Icon** | **Shortcut** |
| Center |  |  |
| Left |  |  |
| Right |  |  |
| Justified |  |  |

1. Vertical alignment centers text between and margins.
2. List the steps to align text vertically on the page:
3. What are the four choices for vertical alignment?
4. Horizontal alignment centers text between and margins.

**Margins**

1. Write the path to set margins:
2. The default margins are:

Left Right Top Bottom -

**Spacing**

1. Write the path to set line spacing:
2. Draw the icon to set line spacing:
3. What is the keyboard method to set the following spacing:

Double Single 1.5 -

**Fonts**

1. Explain how to change the font typeface and the font size:
2. List two ways to apply Bold, Italics, and Underline to text:

|  |  |  |
| --- | --- | --- |
|  | **Draw Icon** | **Shortcut** |
| **Bold** |  |  |
| *Italics* |  |  |
| Underline |  |  |

1. Draw the format painter icon:
2. What does the format painter allow you to do?
3. To repeat the same style in multiple places, how many times must you click the paint brush?
4. Draw the Icon to change font caps (Uppercase, Lowercase, Title case):

**Headers & Footers**

1. Headers are at the of the page and Footers are at the of the page.
2. Write the path to create a Header/Footer:
3. What items go in the Header and Footer:

**Printing**

1. How do you use the “Print Preview” command?
2. How do you “Print”?
3. The command enables you to look at a document as it will appear when printed.
4. There are ways to print text on a page. documents are longer than they

are wide. documents are wider than they are long.

**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:

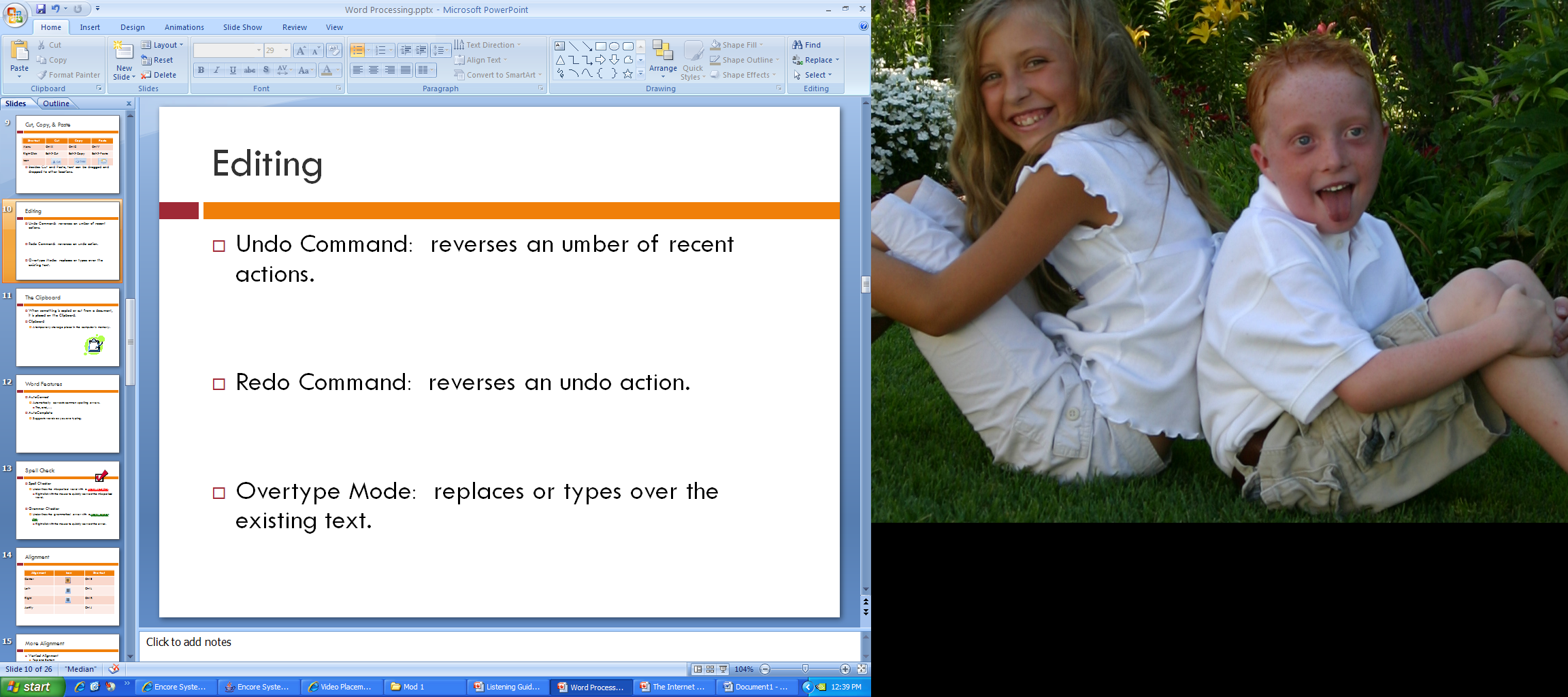
1. Select a word: **Double click on the word**
2. Select a sentence: **Single click in the left margin**
3. Select a paragraph: **Triple click in the paragraph**

5Cut – Copy – Paste:

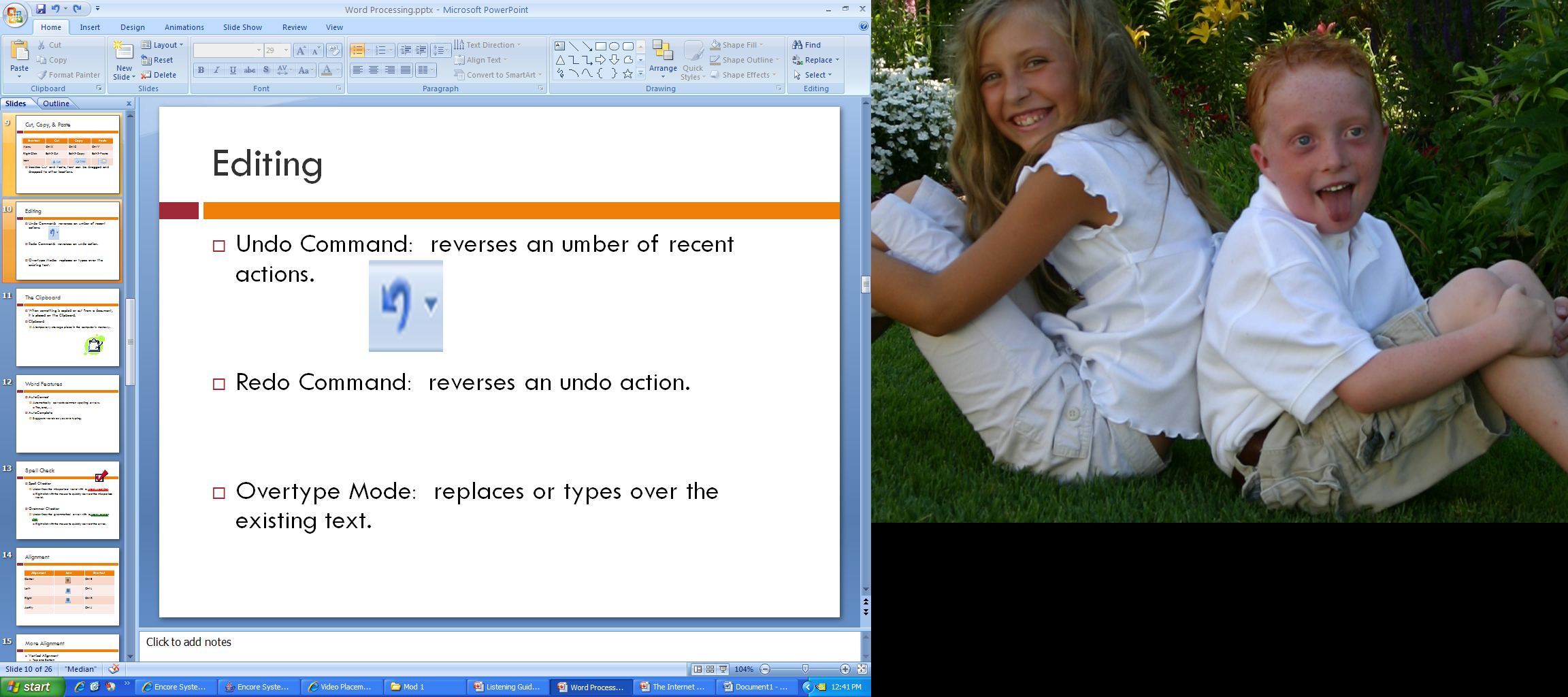
|  |  |  |  |
| --- | --- | --- | --- |
| **Shortcut** | **Cut** | **Copy** | **Paste** |
| Menu | **Ctrl X** | **Ctrl C** | **Ctrl V** |
| Right Click | **Cut** | **Copy** | **Paste** |
| Icon |  |  |  |

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.

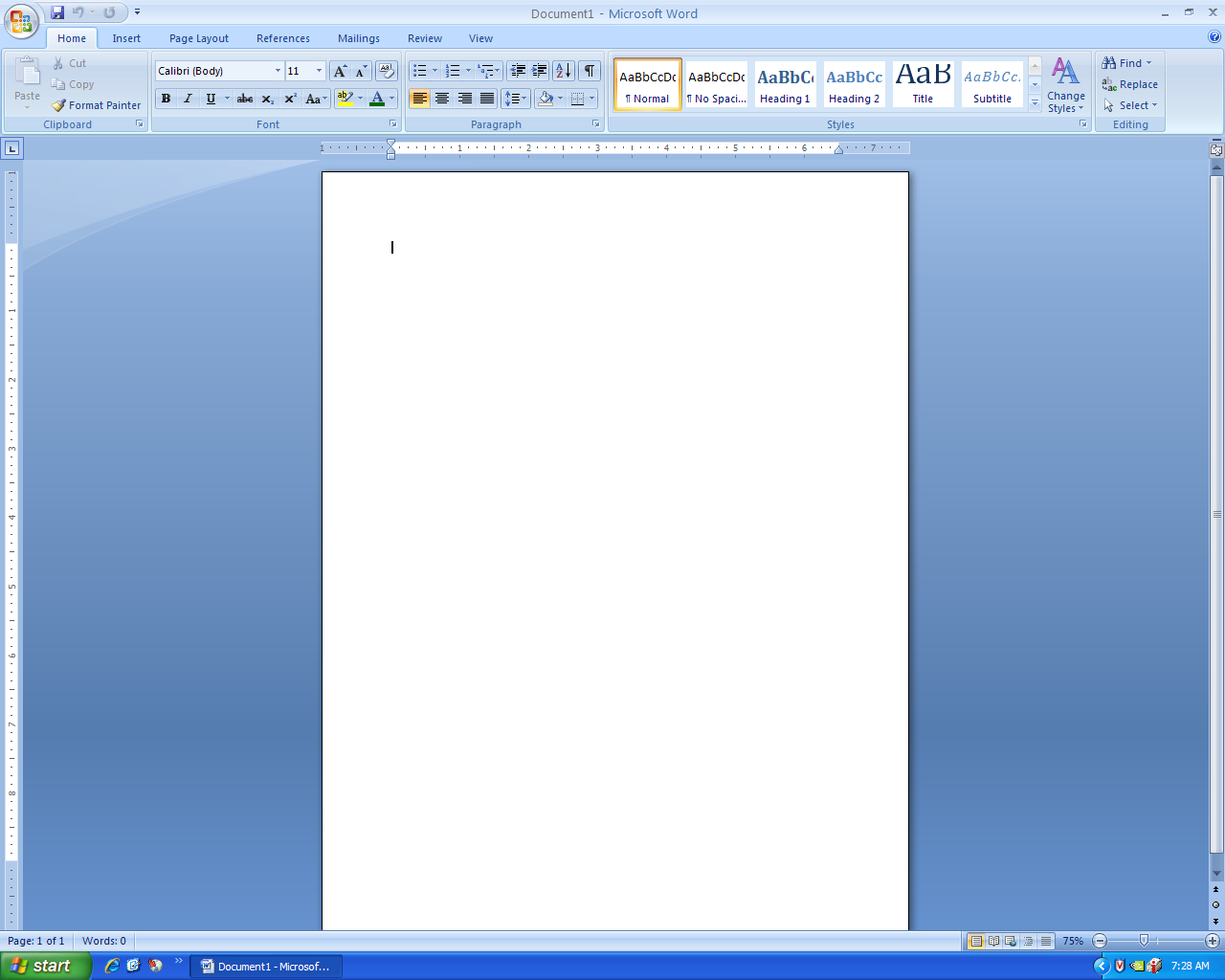
**Margins**

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:

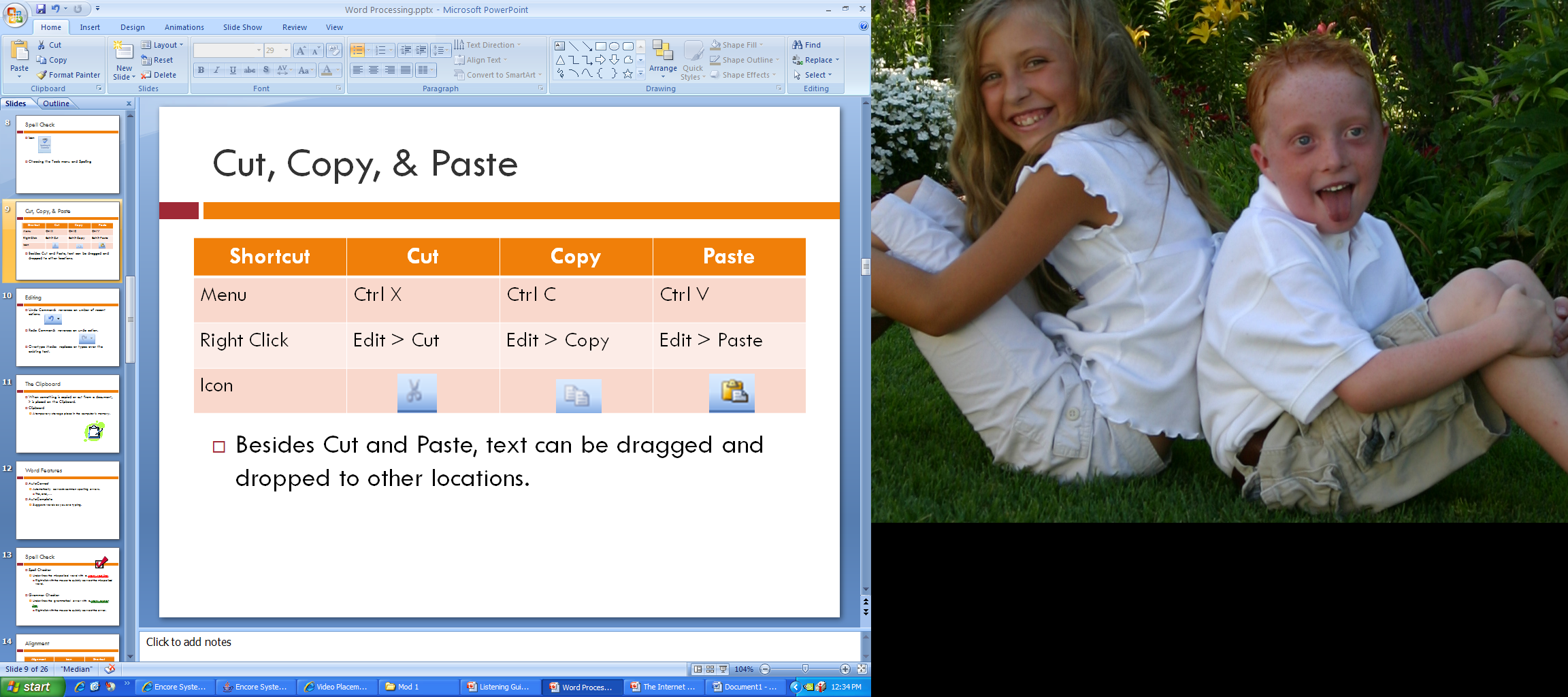
Double **Ctrl 2** Single **Ctrl 1** 1.5 **Ctrl 5** -

**Font**

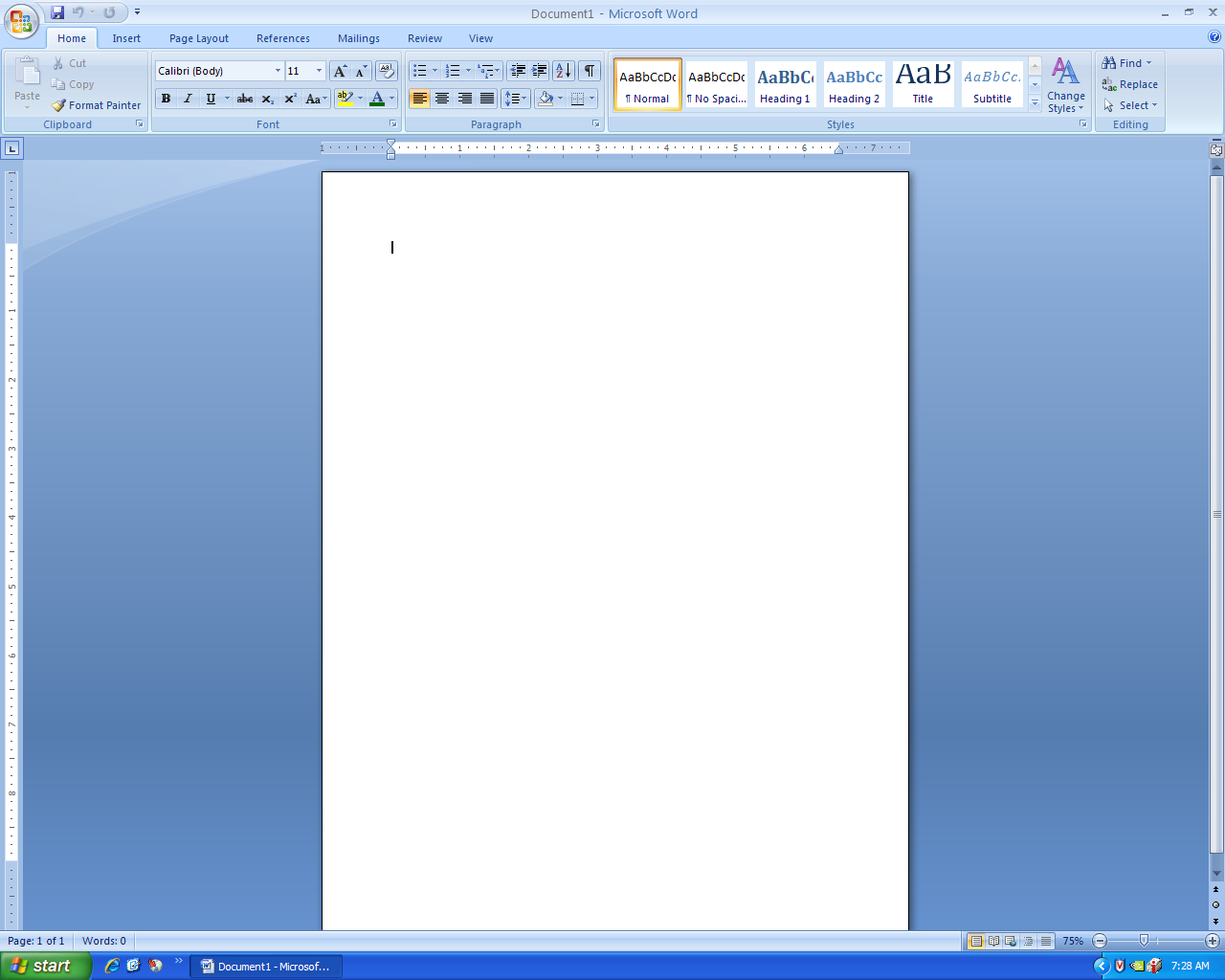
1. Explain how to change the font typeface and the font size: **Go to the Font dialog box in the Home tab, under the Font group**
2. List two ways to apply Bold, Italics, and Underline to text:

|  |  |  |
| --- | --- | --- |
|  | **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.

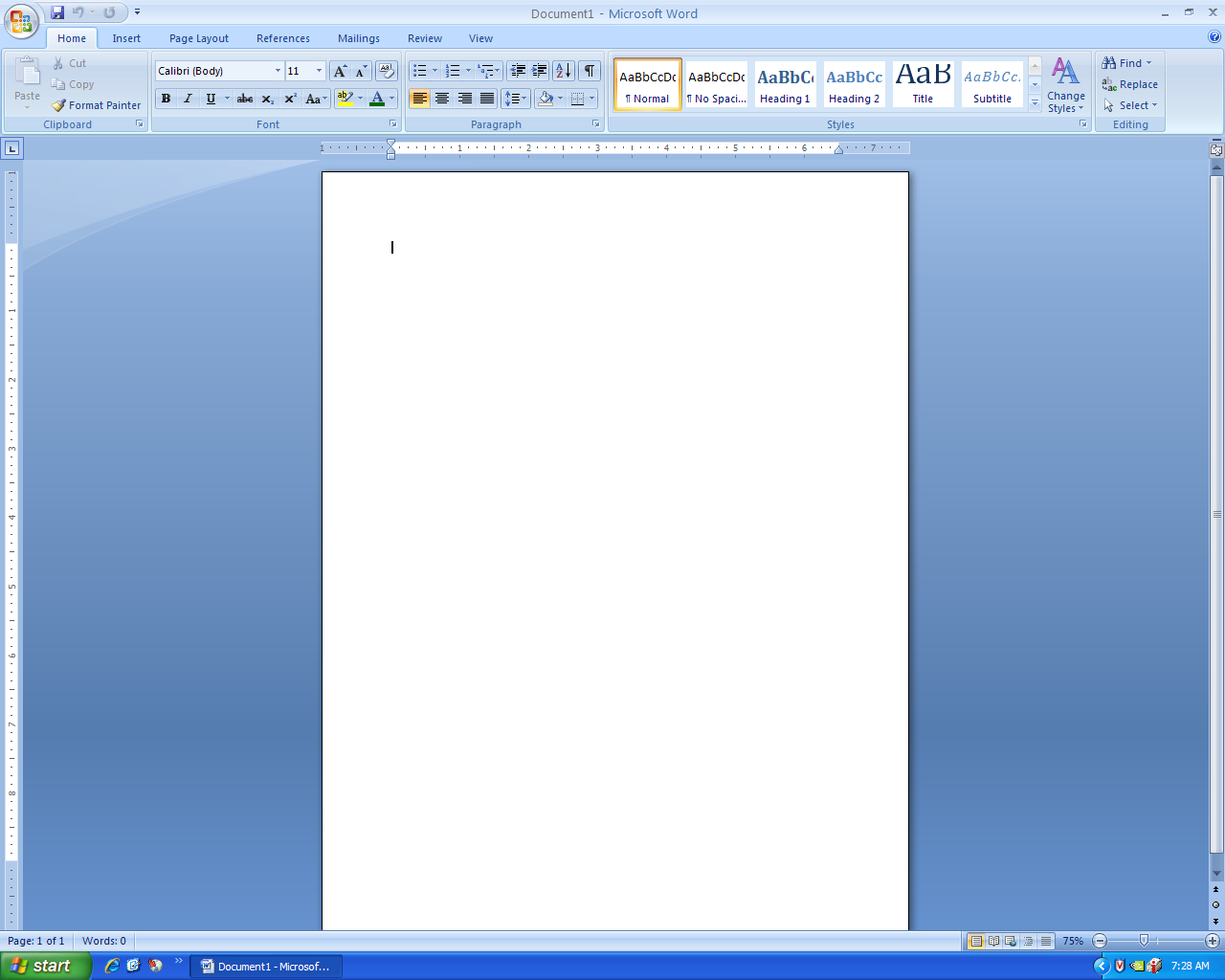
**Computer Tech Word Quiz Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. What is one of the four choices for vertical alignment?

A. Center B. Middle C. Insert D. None of these

2. The default margins are:

A. 1.5 inches B. 2 inches C. 1 inch D. There are none

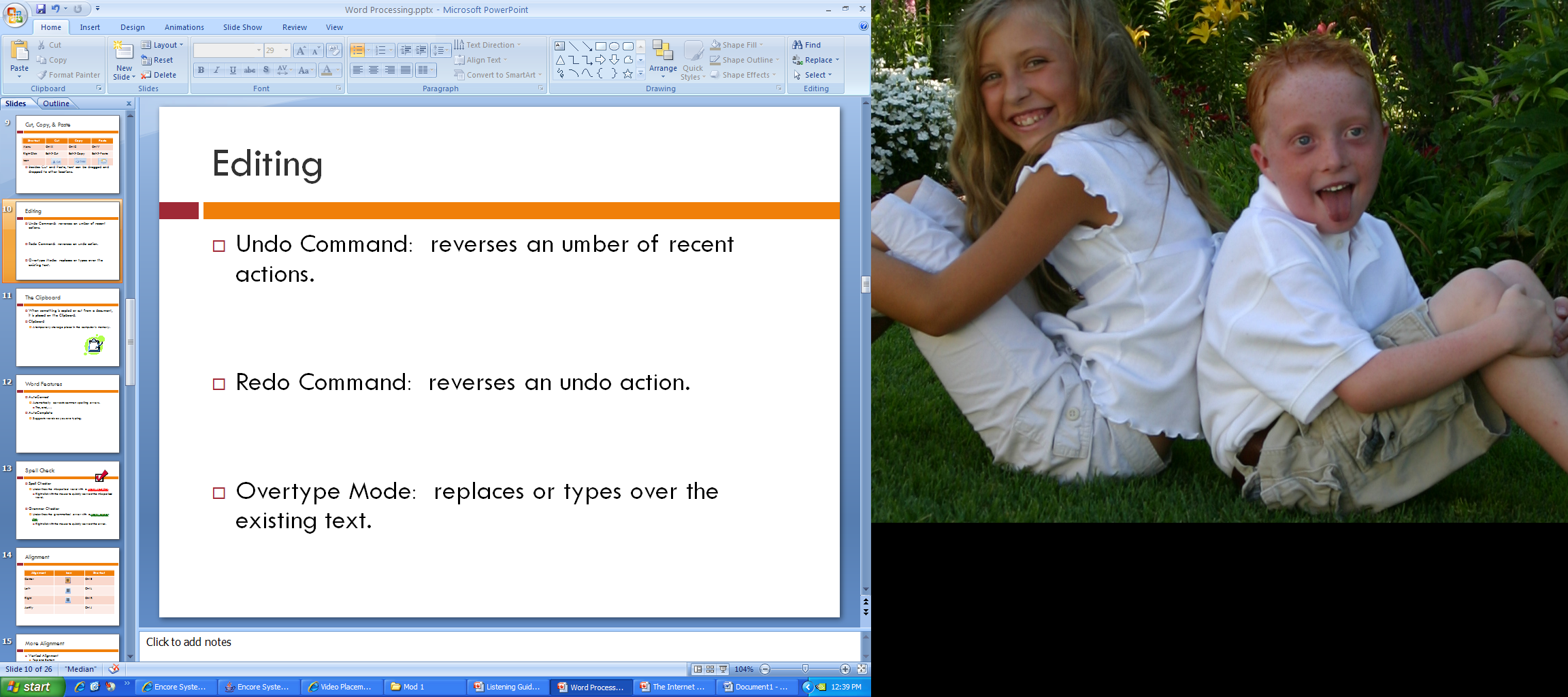


3. What is the icon to the right used for?

A. Setting the font B. Line spacing C. Find and replace

4. What is the shortcut for paste?

A. Ctrl + P B. Ctrl + A C. Ctrl + 7 D. Ctrl + V



5. What does this icon do?

A. Saves a document B. Undo C. Stops Printing D. Starts Printing

6. To quickly select a word in a document what can you do?

A. Hit shift B. Ctrl + S C. Double click the word D. Hit the space bar

7. What is word processing?

A. Showing video using the computer B. Using software to enter and edit text

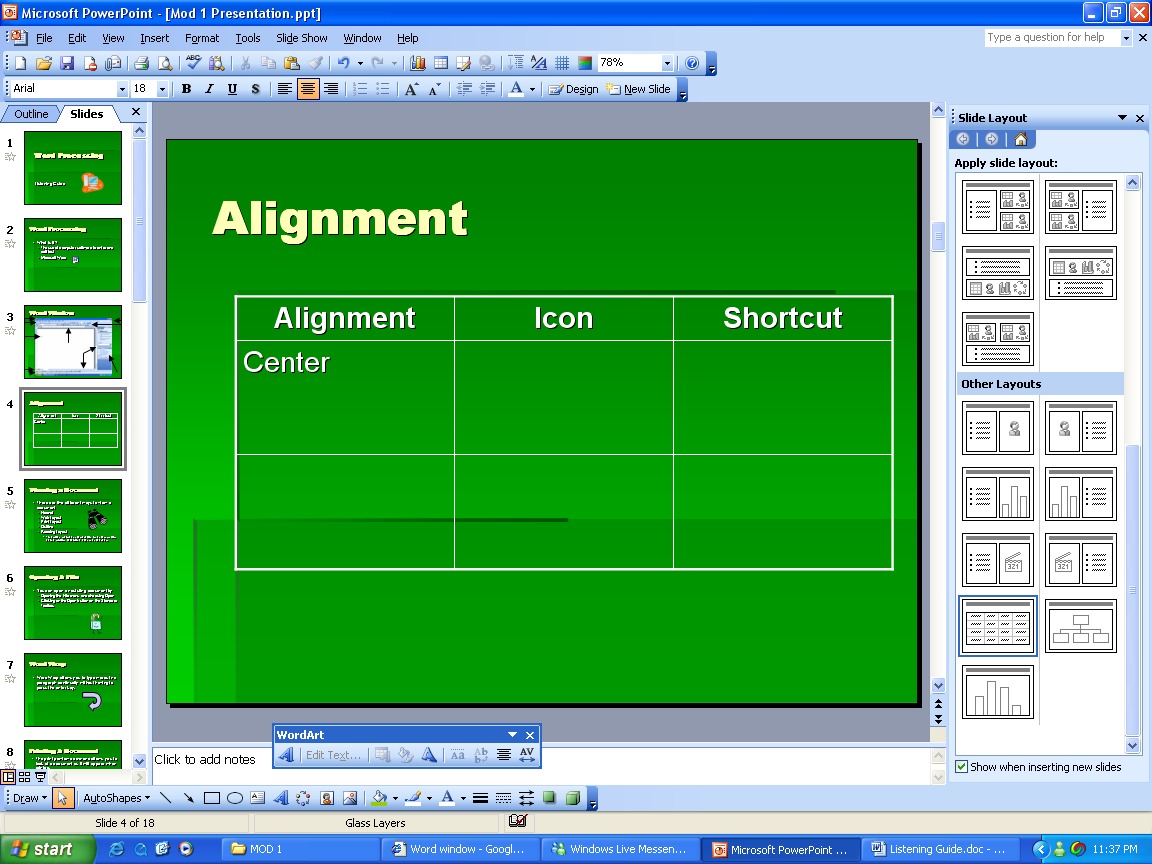
C. Using software to make a spreadsheet program D. None of these

8. What would you use to save a new file?

A. Save As B. Ctrl + Q C. Insert D. Ctrl + P

9. What is the only sure way to completely check a document for spelling and grammar errors?

A. Use Spell check B. What for mistakes C. Proofread D. Copy and Paste



10. What justification does the icon to the right icon give you?

A. Right B. Left C. Middle D. Full

11. What does a red wavy line under a word indicate?

A. Justification B. Grammar error C. A hyperlink D. None of these

12. How do you quickly correct spelling errors?

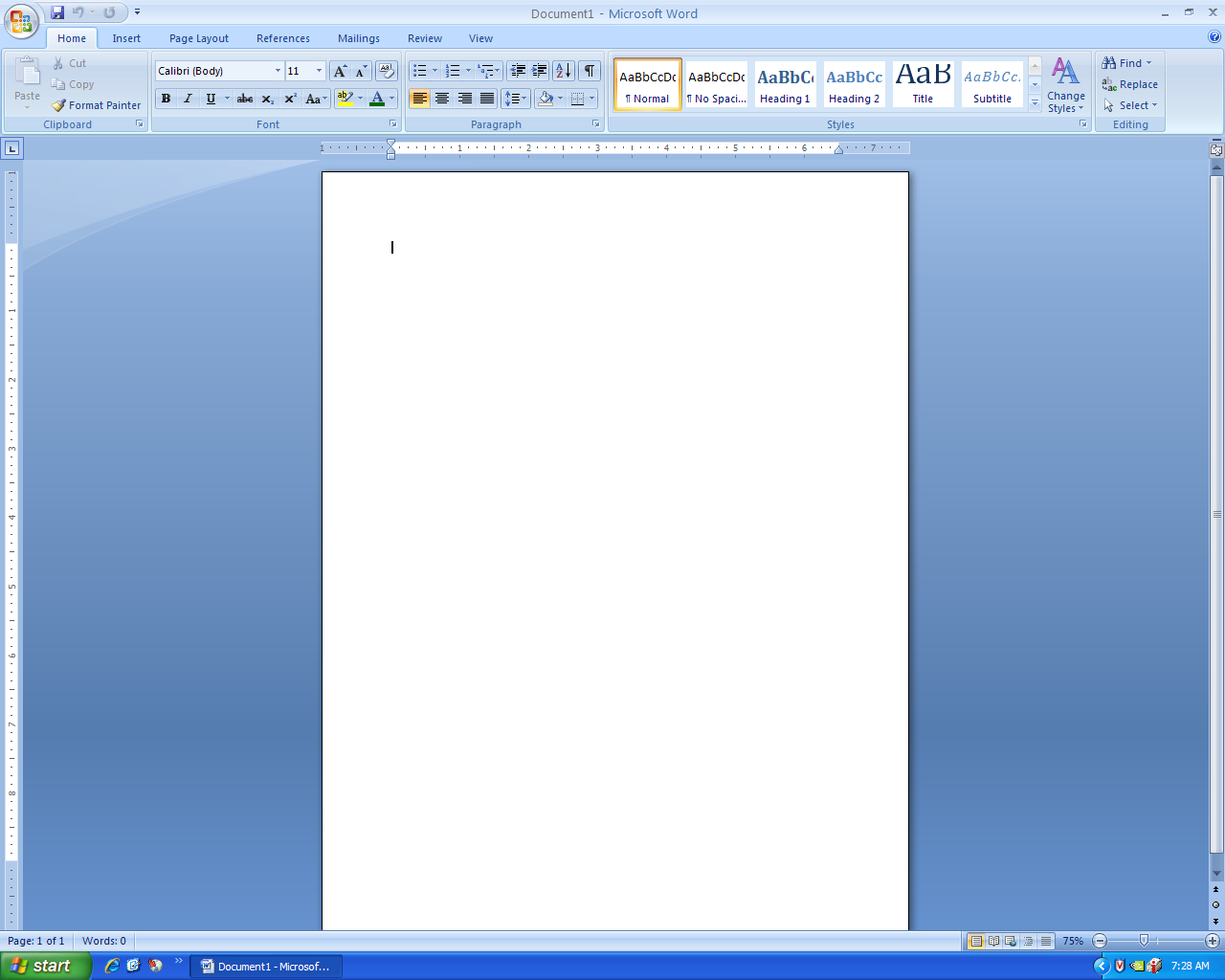
A. Right click with the mouse on the misspelled word

B Triple click

C. Shift + S

D. Ctrl + S

13. T or F Portrait orientation documents are longer than they are wide.

14. T or F Ctrl + P will print a document.

15. T or F The icon to the right is used to set the font size.

16. T or F Ctrl + O will save a document.

17. T or F Ctrl + S will save a document.

18. T or F Triple clicking will select a whole paragraph.

19. T or F The clipboard is a temporary storage area for text that has been cut.

20. T or F The undo icon can also be used to print.