**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.