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| **Directions:** | **Skill:** |

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| Change the ***Orientation*** to ***Landscape***, and the ***page color*** to ***Orange, Accent 6, Lighter 80%*** | Page Setup/ orientation/ page color |
| Select this sentence and center align. | Center Align |
| Select this sentence and right align. | Right Align |
| Select this sentence and left align. | Left Align |
| Select this big long sentence so you can demonstrate to me that you know how to apply alignment buttons like right, center, left, and justify alignments. I hope you have learned the difference between these technological terms so that you pass the test at the end of the week. Good luck on the test! If you have been doing the assignments and reflecting back on your work as I’ve been grading it, you should be ready for this test. Apply the Justify alignment. | Justify Align |
| Select this big long sentence so you can demonstrate to me that you know how to apply line spacing, I hope you have learned the difference between these technological terms so that you pass the test at the end of the week. Good luck on the test! If you have been doing the assignments and reflecting back on your work as I’ve been grading it, you should be ready for this test. Make this paragraph double spaced. | Line spacingDouble |
| FirstSecondThirdSelect First, Second, Third and apply the numeric list. (First option) | Numeric List |
| TigersDolphinsBearsSelect Tigers, Dolphins, and Bears and apply the bulleted list. (First option) | Bulleted List |
| Select this big long sentence so you can demonstrate to me that you know how to apply a First-line Indent. I hope you have learned the difference between these technological terms so that you pass the test at the end of the week. Good luck on the test! If you have been doing the assignments and reflecting back on your work as I’ve been grading it, you should be ready for this test. Apply a First-line Indent to this paragraph. | First-line Indent |
| Select this big long sentence so you can demonstrate to me that you know how to apply a hanging indent. I hope you have learned the difference between these technological terms so that you pass the test at the end of the week. Good luck on the test! If you have been doing the assignments and reflecting back on your work as I’ve been grading it, you should be ready for this test. Make this paragraph a hanging indent. | Hanging Indent |
| Select this big long sentence so you can demonstrate to me that you know how to apply a Left and Right indent. I hope you have learned the difference between these technological terms so that you pass the test at the end of the week. Good luck on the test! If you have been doing the assignments and reflecting back on your work as I’ve been grading it, you should be ready for this test. Apply a Left “1” and Right “1” indentation. | Left and Right Indent |

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| Insert a ***Table 3x3*** below. | Insert Table |
| In the first cell, type The title “***Name***”, press tab, type the title “***Favorite*** ***Animal***”, press tab, type the title “***Favorite*** ***TV Character***”. | Inserting Text |
| ***2nd Row***, Your ***name***, Your ***favorite*** ***animal***,Your ***Favorite*** ***TV*** ***Character***. | Inserting Text |
| ***Select*** the ***Third*** ***Row*** and ***Delete*** ***it*** from your ***table***.  | Deleting Rows/ Columns |
| ***Select*** your Table, and change the table style to Grid table style 3 – Accent 3. | Shading |
| Select your ***entire 1st Row***, and change the ***text size*** to ***16***, ***bold***, ***underline***. | Formatting |
| With your 1st Row still selected, insert a ***new row above*** (Format tab, tables group), ***Type*** the ***Text*** “***About Me***”. | Inserting Rows. |
| Select your ***entire “New***” ***1st Row*** you just created. ***Merge*** ***Cells***. Change the ***size*** to ***30*** and change the ***font*** to whatever you want. | Merge Cells/ Formatting |
| A2+B2=C2 ***(Select the 2’s above and apply the Superscript feature)*** | Superscript |
| H20***(Select the 2 above and apply the Subscript feature)*** | Subscript |
| STRIKE***(Select the text “STRIKE” above and apply the Strikethrough feature)*** | Strikethrough |
| Select the ***red*** text at the bottom and format it for ***2 columns with a line between.*** | Columns |

**Path to Stardom**

Boseman was the youngest of three boys, born to hard working parents in Anderson, S.C. He developed a passion for storytelling and aspired to become a theater director and playwright. He attended Howard University where he was taught acting by Tony Award winner Phylicia Rashad. She helped him get into the University of Oxford’s acclaimed summer theater program. He later found out this opportunity was made financially possible by Denzel Washington.

After Boseman became a successful actor, he met Washington at an event who jokingly told him, “Oh, so that’s why I’m here—you owe me money! I came to collect!”

**Private battle with cancer**

When announcing news of Boseman’s death, his family revealed he’d been diagnosed with Stage III colon cancer in 2016. He had been receiving treatment and undergoing procedures throughout the production and promotion tours of his films, including “Black Panther.”

News of his death shocked fans around the world and the outpouring of grief and sympathy has been profound.

**Funeral details**

A public memorial service honoring Boseman will take place on Thursday, September 3, at 7:00 pm at the Anderson Sports & Entertainment Complex in Anderson, South Carolina. Boseman was born and raised in Anderson. Among the speakers at the memorial service will be James Brown’s daughter, Deanna Brown-Thomas. A special screening of “Black Panther” will follow the service.

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| ***Select*** the text below “ Ch. 1 ….. pg. 39” and create a ***Dot Leader***. Set a ***Right tab*** at ***4 inches***.  | Tab Settings |

Ch. 1 pg. 4

Ch. 2 pg. 19

Ch. 3 pg. 27

Ch. 4 pg. 39

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| ***Select*** the text “***Text Border”*** below and create a ***red*** ***Shadow*** ***Border***, 3 ***pt***. ***width***, apply to ***text***. (Applies only to the selected Text.) | Borders |

Text Border

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| ***Select*** the text “***Paragraph Border***” below and create a ***red*** ***Shadow*** ***Border***, ***3 pt. width,*** apply to ***paragraph***. (Applies to the entire line.) | Borders |

Paragraph Border

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| ***Insert*** a ***Red***, ***Shadow***, ***6 pt. width***, ***page border to the whole document.*** | Borders |

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| ***Select*** the text “***Word*** ***Art***” below and format it so that it becomes ***Word Art. Fill Black, Text color 1, shadow.*** Word Art | Text Formatting |
| ***Find*** the word ***Buffalos*** and Replace it with ***Tigers*** throughout the ***entire*** ***document***. Format the words so that they are ***size 16, bold, italics, underline, font color red, Arial Black font.***Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! Lions, Buffalos, Bears, oh my!!! | Edit/ Replace |
| Select the text “Digital Literacy” below and apply the style intense Quotes.Digital Literacy | Styles |
| Select the Text Below “Fern Creek …. Trojans” and Convert the Text to a Table. Accept the rows and columns, Auto Fit to Contents, separated by tabs.Fern Creek, TigersMale, BulldogsMoore, MustangsSouthern, Trojans | Convert Text to a Table |
| Select the Third Row of the Table “Moore, Mustangs” and split the table. | Split Table |
| Insert a “Simple Quote” Text box at the end of the document and type the text “Finished!” Move the text box to the right of this Question. | Text Box |
| Insert a Custom Watermark that reads the text “Nailed it!” Apply red text, semi-transparent. | Page Layouts |
| Make sure you know how to use “Breaks”. Found under Layout Tab, Page Setup Group, Breaks | Breaks |