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| --- | --- | --- |
| # | Question | Correct |
| 1 | **Center** the titles “*Internet*” and “*References*” **(Size 18, Arial Black Font)** |  |
| 2 | **Replace ALL** the words *Internet* to *Information Superhighway*, Change the format of the replaced word to size **16, Bold, italics, underline, font color to orange, font to Arial Black.** |  |
| 3 | Select the Green Text (CPU….Scanner) Insert **checkmark bullets**. |  |
| 4 | Change the **size** of the bullets to size **16.**  |  |
| 5 | Change the **Green** **font color** of the words to black, text 1. |  |
| 6 | Use a **header**, (Insert a blank header) **Right Align**, Name (enter), date (enter), class period (enter) |  |
| 7 | Select the (blue text) under the title *“Information Superhighway”* (was Internet) **Justify the alignment.** |  |
| 8 | Select the **first paragraph** under the title (blue text) starting with *“Technology has a …….lives”.* , Create a **first line indent at “.5” inch** |  |
| 9 | Select the purple text underneath the title “references” (*Schneider, Doug…..2001* and Pookie Jones ……1978) and create a **hanging indent at .5 inches.** |  |
| 10 | Select the title “Information Superhighway” (was Internet) and put a **Black Shadow border, 3 pt. width**. Apply to **Text**. |  |
| 11 | Select the title “Information Superhighway” (was Internet) and apply a **yellow shading**. Apply to **text.** |  |
| 12 | Select the red text Microsoft Word …. to PowerPoint and apply a **number** **list**. (1., 2., 3., ) |  |
| 13 | Select the **red text** “Microsoft Word …. to 850”, insert a **right tab at 6 inches**. |  |
| 14 | Select the red text “Microsoft Word …. to 850”, format your tab so that it is a **dot** **leader**. |  |
| 15 | Select the title “References” and format it with **Word Art. Fill – white, outline-Accent1, shadow** |  |
| 16 | Select the **entire document**!!! **(Ctrl-A)** Change the **orientation** to **Landscape**. |  |
| 17 | Select the **entire** **document**!!! **(Ctrl-A**) Change the **margins** to **right 1.5” and left to 1.5”**. |  |
| 18 | Select the **blue text** under the title “*Information Superhighway” (was Internet*”, and format the text into **3 Columns with a line between.** |  |
| 19 | Place your insertion point in front of the **blue text heading “What is Online?”**, insert a **column** **break**. |  |
| 20 | Select the Headings **“What is Online?”** and **“What has been the Impact of the Superhighway?”** and add a **style** – **Intense** **Quotes**. |  |
| 21 | Select the Headings **“What is Online?”** and **“What has been the impact of the Superhighway?”** format the text to read **UPPERCASE**. |  |
| 22 | Select the Headings **“What is Online?”** and **“What has been the Impact of the Superhighway?”**and create a **left indent at 0 inches, and a right indent at 0 inches** |  |
| 23 | Place your insertion point in front of “The following components are parts to a computer” and **Insert** a **Page** **Break**! |  |
| 24 | Place your insertion point on the blank line between Microsoft PowerPoint 850 and references. **Insert** a **Page** **Break**! |  |
| 25 | Select the orange text “1st Period …. 6:00”, **Convert text to a table**. **Accept** rows and columns, **Auto** **fit** to contents, **separated** by tabs. |  |
| 26 | Select the **first** **row** of the table and insert a **row** **above**. Type in the names of the headers **Period** (1st column), **My Classes** (2nd column), **Time** (3rd Column). |  |
| 27 | In the **2nd Column** of your table “My Classes”, **delete** the text classes for all **5 periods** and put “***your class names in***” that you have here at Fern Creek. |  |
| 28 | Select the **2nd column**, insert a **column** to the **right**. Type in the Heading name **Teacher**. Fill in the column with your Teacher’s names. (If you don’t know your teacher’s names, Put Mr. S, or Ms. O) |  |
| 29 | Select your table and apply the **style** **Grid Table 5 dark**. |  |
| 30 | Select the **PLC Meetings** row of your table, and **Split the Table.** |  |
| 31 | Next to your table insert a **“simple quote” text box**. Type in the Text box ***“These are my classes here at Fern Creekl!”*****- Move the text box to the top right of the table** in the open space on this page. |  |
| 32 | Insert a **custom** **watermark**. * Text: TEST
* Font: Arial Black
* Color: Red
* Semitransparent: checked marked
 |  |
| 33 | Save this document as a word document. Name it **6wkPro**. Place it in your test folder. (If you do not have a test folder, create one.) Print out **the word document** when finished. |  |