Word Pre-Test

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| **Learning Targets Being Assessed:** |
| * Change font style, size and color
* Change case
* Bold, italicize, and underline text
* Change line spacing
 | * Insert and format bullets and numbering
* Align text
* Insert picture from file
* Format pictures using picture tools
 | * Insert and format text boxes
* Insert and format shapes and lines
* Insert and format SmartArt
 |

For this activity, you will be typing your answer to the question and then making the changes for that specific question.

1. Type out your answer to the question and make the changes on the right hand side of the table.
2. Save this as **Your Name Word Pre-Test** in your Computer Skills folder!

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| **15 Questions** | **Changes to Apply** | **Your Answer with Changes**  |
| 1. What is your nickname?
 | Change the font style to Comic Sans MS. |  |
| 1. How old are you?
 | Change the font size to 16. |  |
| 1. What color do you wear most often?
 | Change the font color to Standard Blue. |  |
| 1. What song is currently stuck in your head?
 | Change the case to Uppercase. |  |
| 1. What is your favorite class this year?
 | Bold and highlight the text yellow. |  |
| 1. A mad boxer shot a quick, gloved jab to the jaw of his dizzy opponent.
 | Retype the sentence and change the line spacing to double. |  |
| 1. List at least 3 family members.
 | Create a bulleted list using the members of your family and use the checkmark bullet. |  |
| 1. What do you want to be when you grow up?
 | Center align the text. |  |
| 1. Do you prefer sunrise or sunset?
 | Insert an online picture of a sunrise or sunset. |  |
| 1. Do you prefer M&M’s or Skittles?
 | Insert an online picture of M&M’s or Skittles and change the color of the picture to Dark Blue Text Color 2 Dark. |  |
| 1. Do you prefer daytime or night time?
 | Insert a text box and type your answer in the text box. |  |
| 1. How old do you think you will be when you retire?
 | Insert a text box, type your answer in the text box, and change the fill color to Standard Green. |  |
| 1. Insert a lightning bolt shape at the bottom of the page.
 | Apply a glow effect: Purple, 18 pt glow, Accent color 4 |  |
| 1. Insert a smiley face shape at the bottom of the page.
 | Change the fill color to Standard Yellow. |  |
| 1. List the ingredients for a peanut butter and jelly sandwich at the bottom of the page.
 | Use a SmartArt List Graphic  |  |