Word Post-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 Post-Test** in your Computer Skills folder!

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| **15 Questions** | **Changes to Apply** | **Your Answer with Changes** |
| 1. What is your favorite sport? | Change the font style to Times New Roman. |  |
| 1. How many brothers and sisters do you have? | Change the font size to 18. |  |
| 1. Who is your favorite superhero? | Change the font color to Standard Purple. |  |
| 1. What kind of music do you like? | Change the case to toggle case. |  |
| 1. What is your favorite school subject? | Italicize and underline the text. |  |
| 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 triple. |  |
| 1. List at least 3 favorite foods or snacks. | Create a bulleted list using the food or snacks and use the solid square bullet. |  |
| 1. What vacation place would you want to visit? | Right align the text. |  |
| 1. Insert any picture from your Google Drive files. |  |  |
| 1. Insert any picture from your Google Drive files | Change the border color of the picture to Standard Color Light Green. |  |
| 1. Do you prefer spring, summer, fall, or winter? | Insert a text box and type your answer in the text box. |  |
| 1. How old do you think you will be when you graduate high school? | Insert a text box, type your answer in the text box, and change the border color to Standard Blue. |  |
| 1. Insert a double arrow line at the bottom of the page. | Change the Shape Outline to Standard Light Blue. |  |
| 1. Insert a curved connector line at the bottom of the page. | Apply the Shape Style Subtle Line – Accent 2. |  |
| 1. List the members of your family at the bottom of the page. | Use a SmartArt Pyramid Graphic. |  |