Make this a Heading 1

Move this paragraph to the end of the document. Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add.

Copy this paragraph to the end of the document. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

Use the format painter to copy the format of this sentence to the previous paragraph.

What font and font size are used in the previous line?

For the poem below, center justify it, make the title line bold and the body italic

“The Old Pond” by Matsuo Bashō

An old silent pond

A frog jumps into the pond—

Splash! Silence again.

Change the font size of this sentence to 16. And this one to 24.

*~~Remove all formatting from this line with the “Clear all formatting” tool.~~*

Turn the following items into a numbered list:

Toronto

Montreal

Vancouver

Change the following items into a multilevel bullet list:

Meat

Beef

Chicken

Dairy

Milk

Cream

Cheese

Veggies

Carrots

Peppers

Change this sentence to blue text. And change this sentence to have blue highlighting.

Change the following words to match their descriptions: Bold Underline Strikethrough Italic

Indent this paragraph. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Make this paragraph double spaced. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

Use the find command to search for all instances of the word “font”. How many times is it used in the document?

Use the replace command to replace “vide” with “audio” throughout the document.

What are the shortcut keys for:

* Copy
* Find
* Cut
* Paste
* Undo

What is an easy way to select a word? A paragraph? A single line?

What are the shortcut keys for:

* Move to end of line
* Move to beginning of line
* Advance one word
* Go back one word