Word 1 Practice Page

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| **Pre-Assessment** | |  | **Post-Assessment** |
|  | Create a Blank Document |  | Create a Blank Document |
|  | Document Properties |  | Document Properties |
|  | Header/Footer |  | Header/Footer |
|  | Save Document |  | Save Document |
|  | Filename |  | Filename |
|  | Page Number |  | Page Number |
|  | Print double sided |  | Print double sided |
|  | Print multiple page on one page |  | Print multiple page on one page |
|  | Enhancements (bold, italics, underline) |  | Enhancements (bold, italics, underline) |
|  | Alignment (Left, right, center, justify) |  | Alignment (Left, right, center, justify) |
|  | Cut, Copy, Paste |  | Cut, Copy, Paste |
|  | Insert Symbol |  | Insert Symbol |
|  | Bullets, Define Custom Bullets |  | Bullets, Define Custom Bullets |
|  | Insert Picture (copy and insert) |  | Insert Picture (copy and insert) |
|  | Wrap Text |  | Wrap Text |
|  | Image Caption |  | Image Caption |

**Enhancements**

Bold all names, underline all titles (books, locations, stores) and italicize all places in the paragraph below.

Megan and Billy went to Pennsylvania to get the book Adventures of Huckleberry Finn from Maria Johnson, the owner of the store Books n’ Things. After that they drove down to South Carolina where they met with their Aunt Mavis, who took them to the EdVenture Museum in Columbia. They got back to Iowa by Thursday night, but still managed to see the latest Marvel movie that same evening.

Alignment

|  |  |  |  |
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| Left | Right | Center | Full |
| “I cannot fix on the hour, or the spot, or the look or the words, which laid the foundation. It is too long ago. I was in the middle before I knew that I had begun.”  *~Jane Austen, Pride & Prejudice* | “I cannot fix on the hour, or the spot, or the look or the words, which laid the foundation. It is too long ago. I was in the middle before I knew that I had begun.”  *~Jane Austen, Pride & Prejudice* | “I cannot fix on the hour, or the spot, or the look or the words, which laid the foundation. It is too long ago. I was in the middle before I knew that I had begun.”  *~Jane Austen, Pride & Prejudice* | “I cannot fix on the hour, or the spot, or the look or the words, which laid the foundation. It is too long ago. I was in the middle before I knew that I had begun.”  *~Jane Austen, Pride & Prejudice* |

Font

Spiderman Captain America Hulk

Iron Man Wolverine Doctor Strange

Quicksilver Thor Star Lord

Cut, Copy, Paste

*Move Text*

Austen lived her entire life as part of a close-knit family located on the lower fringes of the English landed gentry. She was educated primarily by her father and older brothers as well as through her own reading.

Jane Austen was an English novelist whose works of romantic fiction, set among the landed gentry, earned her a place as one of the most widely read writers in English literature, her realism and biting social commentary cementing her historical importance among scholars and critics.

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|  |  |  |  |
| --- | --- | --- | --- |
| Divergent |  | Anne of Green Gables |  |
| Harry Potter |  | Ender’s Game |  |
| Outsiders |  | The Giver |  |
| Hunger Games |  | Chronicles of Narnia |  |
| Twilight |  | The Lord of the Rings |  |
| Stargirl |  | Fablehaven |  |
| Pride & Prejudice |  | The Fault in our Stars |  |
| Oh the Places You’ll Go |  | City of Bones |  |
| The Maze Runner |  | The Book Thief |  |
| Aragon |  | The Lightning Thief |  |
| The Selection |  | The Princess Diaries |  |

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1. Nothing is more deceitful…than the appearance of humility. It is often only carelessness of opinion, and sometimes an indirect boast
2. Those who do not complain are never pitied.
3. Do not give way to useless alarm…though it is right to be prepared for the worst, there is no occasion to look on it as certain.
4. You must allow me to tell you how ardently I admire and love you.

*Copy and paste from outside source*

<http://www.notable-quotes.com/a/austen_jane.html>

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| Keep Source Formatting | Merge Formatting | Keep Text Only |
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Text Boxes

“You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You're on your own. And you know what you know. And YOU are the one who'll decide where to go...”

Bullets

|  |  |  |
| --- | --- | --- |
| Standard Bullets | Numbering | Symbol Bullet |
| Jennifer  Mallory  Horrace  Michael  Emily  Joline  Mariska | Jennifer  Mallory  Horrace  Michael  Emily  Joline  Mariska | Jennifer  Mallory  Horrace  Michael  Emily  Joline  Mariska |
| Picture Bullets | | |
| Apples  Oranges  Bananas  Papaya  Grapes  Limes  Passionfruit | Pride & Prejudice  Fault in Our Stars  Harry Potter  Hunger Games  City of Bones  Twilight  Ender’s Game | Hawaii  Bahamas Alaska  New Zealand  Scotland  Ireland  Brazil |

Insert Picture

*Copy and Paste from internet*

*Insert from File*

*Insert from Online Pictures*

Wrap Text

“The tumult of her mind was now painfully great. She knew not how to support herself, and from actual weakness sat down and cried for half-an-hour. Her astonishment, as she reflected on what had passed, was increased by every review of it. That she should receive an offer of marriage from Mr. Darcy! that he should have been in love with her for so many months! so much in love as to wish to marry her in spite of all the objections which had made him prevent his friend's marrying her sister, and which must appear at least with equal force in his own case--was almost incredible!--it was gratifying to have inspired unconsciously so strong an affection. But his pride, his abominable pride--his shameless avowal of what he had done with respect to Jane--his unpardonable assurance in acknowledging, though he could not justify it, and the unfeeling manner in which he had mentioned Mr. Wickham, his cruelty towards whom he had not attempted to deny, soon overcame the pity which the consideration of his attachment had for a moment excited. She continued in very agitating reflections till the sound of Lady Catherine's carriage made her feel how unequal she was to encounter Charlotte's observation, and hurried her away to her room.”

“Before we do anything, let me tell you this; it is out of the lore and experience of the ancients and of all those who have studied the powers of the Un-Dead. When they become such, there comes with the change the curse of immortality; they cannot die, but must go on age after age adding new victims and multiplying the evils of the world; for all that die from the preying of the Un-Dead becomes themselves Un-Dead, and prey on their kind. And so the circle goes on ever widening, like as the ripples from a stone thrown in the water.