Word 2 Practice Page

|  |  |  |
| --- | --- | --- |
| **Pre-Assessment** |  | **Post-Assessment** |
|[ ]  Page Orientation |[ ]  Page Orientation |
|[ ]  Footer Settings |[ ]  Footer Settings |
|[ ]  Insert file into another file |[ ]  Insert file into another file |
|[ ]  Convert table to text and text to table |[ ]  Convert table to text and text to table |
|[ ]  Merge cells |[ ]  Merge cells |
|[ ]  Split cells |[ ]  Split cells |
|[ ]  Resize tables, columns, rows |[ ]  Resize tables, columns, rows |
|[ ]  Change text orientation in table |[ ]  Change text orientation in table |
|[ ]  Watermark |[ ]  Watermark |
|[ ]  Create new page |[ ]  Create new page |
|[ ]  Table Borders |[ ]  Table Borders |
|[ ]  WordArt |[ ]  WordArt |
|[ ]  Insert shape and shape settings |[ ]  Insert shape and shape settings |
|[ ]  Remove background from picture |[ ]  Remove background from picture |
|[ ]  Change case |[ ]  Change case |
|[ ]  Quick Access Toolbar Customization |[ ]  Quick Access Toolbar Customization |
|[ ]  Shrink to Fit (learned in application) |[ ]  Shrink to Fit |
|[ ]  Change paragraph settings |[ ]  Change paragraph settings |
|[ ]  Ruler |[ ]  Ruler |
|[ ]  Clear Formatting button |[ ]  Clear Formatting button |

**Change Case**

Jenna Smith George Henricksen Hansina Jensen

Mariane blythe BRAD WILLIAMS Juan Davis

**Word Art**

**Watermark**

**Shapes**

**Clear Formatting**

Jennifer Smith **Emily Arden** Michael Droning

*Sarah Grace* **Tadd Davis** ***Gregory Williams***

**Remove Background**

|  |  |
| --- | --- |
| Crayon Picture | Online Picture |
|  |  |

**Page Setup**

This part will be done on a new page. Follow the directions.

**Convert to Table**

Albert Einstein Isaac Newton Galileo Galilei

Marie Curie Nicola Tesla Thomas Edison

Charles Darwin Stephen Hawking Michael Faraday

Leonardo daVinci Nicolaus Copernicus Grace Hopper

**Table to Text**

|  |
| --- |
| My Schedule |
|  | Subject | Teacher |
| 1 | Math | Williams |
| 2 | Gym | Markle |
| 3 | Business Principles | Richardson |
| 4 | Science | Lawrence |
| 5 | Language Arts | Rand |
| 6 | Spanish 1 | Gonzales |
| 7 | Social Studies | Casey |

**Tables**