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**