Word 4 Practice Page

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| **Pre-Assessment** | |  | **Post-Assessment** |
|  | Templates |  | Templates |
|  | Insert text from external source |  | Insert text from external source |
|  | Format page background elements |  | Format page background elements |
|  | Hyperlinks |  | Hyperlinks |
|  | Spell check and autocorrect |  | Spell check and autocorrect |
|  | Sorting |  | Sorting |
|  | Print Screen & Screen Shot |  | Print Screen & Screen Shot |
|  | Picture Effects |  | Picture Effects |
|  | Configure repeating row header |  | Configure repeating row header |
|  | Picture Styles & Effects |  | Picture styles & Effects |
|  | Position objects |  | Position objects |

**Templates, Print Screen, and Positioning**

If you have done this correctly, the two images inserted should be on the left side of this paragraph. Make sure you have chosen two templates that are vertical, or portrait, in order for this section to work. Don’t forget also to check off the box in your instructions page, so you are ready to move on to the next thing.

**Hyperlinks**

* If you want to learn more about goats, read this.
* I used to live in China, and then I moved to Vietnam, but moved before the Vietnam War. Then I went to the United States, where I voted for Jimmy Carter in the election.

**Insert Text & Repeating Row Header**

**Sorting**

Dickenson, Raelene

Tatton, Ralph

Ives, Gaynell

Judson, Aaron

Sloane, Lauren

Stark, Dino

Ben, Lucienne

Wallace, German

Bach, Freida

Brant, Kellan

Roger Halbreath

David Zunbrennan

Jenna Jones

Tiffany Dunn

Emily Smith

Grandin O’Brien

|  |  |
| --- | --- |
| **Spell Check** | **Screenshot** |
| Even within breds there's enormous variety in the way a dog axts and reacts to the world around him. Those differenes can be due to how much he was handled as a youngster, how well he was traned after bringing him home, and of course the genetic luq of the draw. In the end, your dog's preferences and personly are as individual as you are--and if you can accept that your bound to enjoy each other. |  |

**Paragraph Borders vs. Text Boxes**

A pocket related to a bear operates a small fruit stand with the lowly clodhopper. A ballerina, a womanly girl, and the walrus behind a toothache are what got the Interloper into trouble. When some unsightly moron hibernates, a clock strokes. A tenor toward a gypsy gives lectures on morality to some ruffian.

A pocket related to a bear operates a small fruit stand with the lowly clodhopper. A ballerina, a womanly girl, and the walrus behind a toothache are what got the Interloper into trouble. When some unsightly moron hibernates, a clock strokes. A tenor toward a gypsy gives lectures on morality to some ruffian.

**Picture Effects & Styles**

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