The following will be completed on the same document, just space down between skills.

**CREATE AN OUTLINE (similar to “All About Me Outline”)**

1. Create a new WORD document
2. Align text and create a Header.
	1. Open a new document, create a Header (Header & Footer). Left align it and label it ‘WORD Review’.
	2. Close your Header.
	3. Right align your Name (first and last), enter, type the class and period, enter, now type the date.
	4. Center align and type the title of this document, “What I Need to Know for My Test”
3. Format your document.

**colors**

green

blue

yellow

orange

red

indigo

**days**

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

**Sports**

soccer

baseball

tennis

football

track

volleyball

* 1. Set your LINE SPACING to double space.
	2. Left Align and type “Lists of Things” on the first line.
	3. Create a numbered or bulleted list (your choice).
	4. After, type this information keeping each topic together.
	5. ***YOU WILL NEED TO (shift + tab) to get outline to the left! (practice ☺)***
	6. For example:
1. Boys’ names
	1. John
	2. Henry

**INSERT A TABLE (after your outline!)**

Make sure your cursor is not part of your outline, so enter down until it’s out.

1. Create a table (3 columns x 4 rows) and include the months of the year,

any order; keep all cells (boxes) the same.

\*\*\*Remember, columns go up and down, rows go left to right! ☺

**COLUMNS (Same document; different page!)**

1. Enter down until you get to your next page (same document)
2. Set columns.
	1. Copy and paste the lyrics to an appropriate song (from Pandora or www.metrolyrics.com). Select the text and set columns.
3. Change the text using the formatting toolbar.
	1. Change the font to Hellavetica, make it BOLD and Italicized.
	2. Change the color to any color you’d like other than black.
4. Add borders.
	1. Add a page border to your text (your choice).
5. Add each of the following to your document:
	1. clip art, image from the internet, and a cool text/ logo.

***\* Save and submit your file. Assignment: “Word Test Review”***