Name: Period:

**Introduction to Microsoft Word**

1. What does Default mean? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Word’s Default Settings are:

a. Font \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Font Size \_\_\_\_\_\_\_\_\_\_\_

c. Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Alignment \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. Spacing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. Orientation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Take a Screenshot of the buttons and place them in the correct box. Type in the shortcut if there is one. Then type in the tab column where the button is located. It will be easier if you have a separate word document open to take the screen shot from.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Button** | **Keyboard Shortcut**  **(If it doesn’t have a shortcut write what it does)** | **Tab** |
| **Paste** |  | **Ctrl V** | **Home** |
| **Copy** |  |  |  |
| **Cut** |  |  |  |
| **Font Style** |  |  |  |
| **Font Size** |  |  |  |
| **Bold** |  |  |  |
| **Italic** |  |  |  |
| **Underline** |  |  |  |
| **Highlighter** |  |  |  |
| **Font Color** |  |  |  |
| **Name** | **Button** | **Keyboard Shortcut**  **(If it doesn’t have a shortcut write what it does)** | **Tab** |
| **Bullets** |  |  |  |
| **Numbering** |  |  |  |
| **Left Align** |  |  |  |
| **Center Align** |  |  |  |
| **Right Align** |  |  |  |
| **Justify Align** |  |  |  |
| **Line Spacing** |  |  |  |
| **Margins** |  |  |  |
| **Page Orientation** |  |  |  |
| **Print** |  |  |  |
| **Save** |  |  |  |
| **Undo** |  |  |  |
| **Table** |  |  |  |
| **Text Box** |  |  |  |
| **Clip Art/ Picture** |  |  |  |
| **Name** | **Button** | **Keyboard Shortcut**  **(If it doesn’t have a shortcut write what it does)** | **Tab** |
| **Header/Footer** |  |  |  |
| **Columns** |  |  |  |
| **Wrap Text** |  |  |  |
| **Merge Cells** |  |  |  |
| **Spelling & Grammar** |  |  |  |
| **Group** |  |  |  |
| **Print Layout** |  |  |  |

**Use this as a reference if you forget how to do something throughout this unit.**