8th Grade
Digital Communications
Word Test Review (Project 1-3)

Parts of the Screen

Title Bar	View Shortcuts	Scroll Bar, button, box
Quick Access Toolbar	Status Bar	Ruler
File Tab	Task Bar	Close button
Ribbon	Cursor	

Clipboard -   *can store up to 24 different cut or copied items.
                          *only works with cut/paste or copy/paste - not Drag and Drop

Page Breaks-   *soft page break is done automatically
                          *hard page break is done manually by you

Formatting-   *Character formatting is any change to text such a bold, underline, font, size, color of text, etc.
                          *Paragraph formatting is any change to how the text is arranged on the page such as margins,
                            indents, tabs, line spacing.
                          *Formatting Painter tool can be used to quickly apply formatting changes to a bunch of
                            different text.
                          *Line spacing is the amount of white space between lines of text.

Outline-   *Type the list first then apply the outline format.
                          *All list items begin at level 1 until demoted.
                          *Increase indent tool demotes.
                          *Decrease indent tool promotes.

Thesaurus-   *Synonyms are words with similar meanings.
                          *Antonyms are words with opposite meanings.

Odds N Ends-   *Screen tip - small box that pops up when you point to a button or tool on the screen explaining
                            what it does.
                          *Default - preset setting in Word.
                          *Formatting Marks – nonprinting characters that show how spaced is used or how the
                            document has been formatted. Ex.: Enter, Tabs, spaces, page breaks.
                          *Print Layout View vs. Normal View
                          *Keyboard shortcuts – ctrl+home, ctrl+2
                          *Definition of a paragraph – any amount of text followed by a paragraph mark.

Works Cited-   *Reference notation is in parenthesis and includes the author's last name and page number, or
                            the title of the article if it is a magazine or website.
                          *Full reference information (End Notes) appears on a separate Works Cited page at the end of
                            the report.

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Student Resources
Fun Stuff
Choose from Project 1, 2, or 3