

# 7th Grade

## Digital Communications

### Word Test Review (Project 1-5)

#### 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	Show/Hide Tool	Line Spacing Tool

- Clipboard -
- \*can store up to 24 different cut or copied items.
  - \*only works with cut/paste or copy/paste - not Drag and Drop
  - \*Cut & Paste = moving text
  - \*Copy & Paste = duplicating text
- Page Breaks-
- \*soft page break is done automatically
  - \*hard page break is done manually by you
  - \*section break begins a new section within the same document to allow different page formatting
- Formatting-
- \*Character formatting is any change to text such as bold, underline, font, size, color of text, etc.
  - \*Font size is measured in points.
  - \*Paragraph (page) 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.
  - \*Margin is the amount of white space between text and the edge of the paper.
  - \*Line spacing is the amount of white space between lines of text.
  - \*Indent markers – triangles on the ruler for indenting (1<sup>st</sup>-line indent)
  - \*Tab markers – **L**'s and **T**'s for setting tabs (creating tables)
  - \*Default tabs are set every .5" on the ruler
- 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.
- Spell & Grammar
- \*Red wavy line means misspelled word.
  - \*Green wavy line means grammar error.
  - \*Feature begins checking at cursor location.
- Odds N Ends-
- \*Default - preset setting in Word.
  - \*Screen Tip
  - \*Show/Hide
  - \*Document 1
  - \*Draft View vs. Page Layout View
  - \*Keyboard shortcut (Ctrl+Home or Ctrl+2)
  - \*Wordwrap – computer automatically begins a new line when the previous line fills up
- Reports-
- \*Endnotes are sources referenced at the end of the report on a separate sheet of paper
  - \*Footnotes are sources referenced at the foot of each page in a report.

7 Parts of a letter-

Return address

Return address

Date

❶

❷

❸

Letter address

Letter address

Letter address

❶

Salutation

❶

Body

❶

Body

❶

Complementary close

❶

❷

❸

Signature

\*Block format – no indents in any part of the letter

[www.LWCgreen.keyboarding.com](http://www.LWCgreen.keyboarding.com)

Student Resources

Fun Stuff

Choose from Project 1, 2, 3, 4, or 5