### 116938 Formative assessment

### Formative assessment

* Save your document as practice followed by your name.
* Close the document
* Exit MS Word
* Open MS Word
* Find your document and open it

### Formative assessment

Open your practice document and add the following text:

Why is it that some people can finish 57 assorted tasks in any given day while others only finish two or three tasks and then complain that they were too busy or did not have enough time to finish the rest?

* Save your document as a Word document
* Save your document as a text only document
* Close the document
* Close Word
* Go to My Computer to find your text only document
* Open the document to see what the text looks like now.
* Save and close the document

### Formative Assessment

* Open the document NEWSLETTER
* Click in the first main text paragraph then on the Home Tab, click Justify
* Ctrl +click-and-drag to select the remaining three body text paragraphs in the document
* With the three paragraphs selected, on the Home Tab, click Align Right
* Keeping the paragraphs selected, click-and-drag the right indent marker to the left about 4cm (2") away from the right margin
* Click-and-drag the hanging indent marker about 3cm (1.5") to the right
* Ctrl +click-and-drag to select all the body text paragraphs
* From the Home tab, select and open the Paragraph dialog box...
* Change the Line spacing: option to At Least 18pt
* Set space After: to 18pt
* Ctrl +click-and-drag to select all the heading text paragraphs
* In the Paragraph dialog box, click the arrow on the Line Spacing button selct Multiple and in the “In” box select 2.
* From the Page Layout tab, click on the Hyphenation button…
* Select the Automatically hyphenate document check box
* Open the Hyphenation Options dialog box and in the Hyphenation zone: box, enter the amount of space to leave between the end of the last word in a line and the right margin as 0.5cm (0.25")
* In the Limit consecutive hyphens to: box, enter 2
* Click OK
* Save and close the document

**Open the document called INDENTS**

* Indent the first, second and third paragraphs using a 1.27 cm left indent and a 1.27 cm right indent
* Centre the paragraph starting with Sicily and Sardinia
* Justify the three paragraphs you have indented
* Right align the last paragraph
* Set the line spacing for the first three indented paragraphs to 1.5
* Set the paragraph spacing for the Sicily and Sardinia paragraph to 12pt after
* Set the paragraph spacing for last paragraph to 6pt after
* Save the changes to the document
* Select all the text and make it Tahoma 8 pt and Dark Green
* Change the font size of the first three paragraphs to 12 pt
* Select the first three paragraphs and change the font colour to Orange
* Change the font colour of the last paragraph to Brown
* Select the text Sicily and Sardinia and apply a single underline
* Select the text Mainland Spain and apply bold enhancement
* Select these two paragraphs and change the left indent to 0.25 cm
* Save and close the document

### Formative Assessment

* Open the document called STATIONERY BROCHURE
* Select the entire document and change the font to Arial
* Change the font size of the title "Stock " to size 16
* Make the title bold
* Select the title text then press Ctrl + D to show the Font dialogue box
* Click the Character Spacing tab
* From the Spacing list box, select Expanded then type 2pt in the By: box
* Click OK
* Format the second paragraph in italics
* Underline the third paragraph of text
* Change the colour of the font of the fourth paragraph to red
* Make the title ALTERATIONS TO STATIONERY BROCHURE blue
* Format the fifth paragraph in font Book Antiqua and font colour Green
* Use the Format Painter to copy the formatting to the following paragraph
* Save the changes to the document
* Close the document

### Formative Assessment 6

* Open your PRACTICE document
* Using the Cut command, move the first paragraph to the end of the document
* Display the Paste Options
* Make sure Keep Source Formatting is selected
* Using the Copy command, copy the second paragraph and paste it at the end of the document
* Select Keep Text Only (notice that the paragraph formatting is removed)
* Move to the beginning of the document
* Leave this document open

Create a new document based on the Blank Document template

* Switch back to the PRACTICE document
* Select the first and last paragraphs
* Copy and paste the selected text into the new document
* View the Paste Options
* Select Match Destination Formatting
* Display both documents on the screen
* Close the new document without saving it

### Formative Assessment 7

* Open your PRACTICE document
* Using Click-and-Type enter the text shown below

You will find the people who accomplish more than average do not have any more stamina than the rest of us.

* Convert the case of the paragraph you just typed to title case
* Insert the date and time
* Undo the insertion of the date and time
* Using the Redo command, redo the insertion of the date and time
* Before the last paragraph, insert the following text:

Are those high achievers wizards? Do they have a magical formula?

* Correct any spelling errors (if displayed) by right-clicking and selecting the appropriate option
* Practise selecting the text in the letter using the mouse and the keyboard
* Save the changes to the document and close the document