W 7.3

**7th Grade Microsoft Word**

**Home Tab: Tech Types Formatting**

**Instructions:**

1. Open a new document in Microsoft Word
2. Save as “w 7.3” in your class folder

3. Insert a header that includes your first and last name and grade

4. Double click below the header

5. Type the answers to the following 13 questions from the left column. You will have to look up some of the text phrases on google. Number each answer.

|  |  |
| --- | --- |
| **Name one thing the following technology can do.** | **Formatting** |
| 1. smart phone | Right align |
| 2. tablet | Change text color to blue |
| 3. desktop computer | Underline |
| 4. blue tooth | Bold the text |
| 5. flash drive | Center align  |
| 6. Playstation | Double underline |
| 7. iCloud | Change the font to “Arial” |
| 8. Google | Change the font size to 16 |
| 9. iPod | Change the font color to red |
| 10. SmartBoard | Add a strikethrough the text |
| 11. Laptop | Add a bullet in front of the text |
| 12. Internet | Left align |
| 13. Skype | Add any text effect  |

6. Once you have answered the questions, go back and format the changes listed in the right column.

7. Save the document again