

- a. END Key
- b. DOWN ARROW Key
- c. ENTER Key
- d. PAGE DOWN Key

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6. Label each of the following word processing features as an E for Editing or an F for Formatting.

Insert & Delete	<u>E</u>	Margins	<u>F</u>
Undo	<u>E</u>	Columns & Tables	<u>F</u>
Grammar Checker	<u>E</u>	Auto Correct	<u>E</u>
Spacing	<u>F</u>	Borders & Shading	<u>F</u>
Drag & Drop	<u>E</u>	Thesaurus	<u>E</u>
Graphics	<u>E</u>	Cut, Copy and Paste	<u>E</u>
Search & Replace	<u>E</u>	Page Numbering	<u>F</u>
Revision Marks	<u>F</u>	Headers & Footers	<u>F</u>
Typeface & Font	<u>F</u>	Annotations	<u>E</u>
Highlighting Tool	<u>F</u>	Size & Style	<u>F</u>
Spell Checker	<u>E</u>	Alignment	<u>F</u>
Built-in Styles	<u>F</u>	Templates	<u>F</u>

7. Spacing can be adjusted in some programs from a D.

- a. Font dialog box
- b. Page Setup dialog box
- c. Print dialog box
- d. Paragraph dialog box

8. List 3 common ways to quickly save a document.

KEY COMBINATION (CTRL+S)

ICON ON THE TOOLBAR

SAVE OPTION IN THE FILE MENU

9. List 4 printing options