



W

Table + Review

Select the name of parts of a table

Monday	Tuesday	Wednesday	Thursday



How many rows and columns are there in the below table?
(Write the numbers in the yellow boxes)

There are columns, and rows.

Drag the actions to correct steps to add a table into a document

Select the number of rows and columns

Step 1:

Click



Step 2:

Click Insert tab

Step 3:

Select the correct function of the buttons



Insert
Below



Insert
Above



Insert
Left



Insert
Right

Select the correct function of the buttons















Drag and drop the correct type of wrap text to their results

Tulip



Tulips are another beautiful spring flower. Their Latin name is Tulipa. They start flowering in early March and flower all the way through to May. Tulips flower from a bulb and should be planted from October to November time. Tulips love full sun so must be in it all the time. They can be planted in many places including borders and containers. They are another very popular spring flower.

In line with text

Tulip

Tulips are another beautiful spring flower. Their Latin name is Tulipa. They start flowering in March and flower all the way through to May. Tulips flower from a bulb and should be planted from October to November time. Tulips love full sun so must be in it all the time. They can be planted in many places including borders and containers. They are another very popular spring flower.



Square

Another beautiful spring flower. Their Latin name is Tulipa. They start flowering all the way through to May. Tulips flower from a bulb and should be planted from October to November time. Tulips love full sun so must be in it all the time. They can be planted in many places including borders and containers. They are another very popular spring flower.



Behind text

Another beautiful spring flower. Their Latin name is Tulipa. They start flowering all the way through to May. Tulips flower from a bulb and should be planted from October to November time. Tulips love full sun so must be in it all the time. They can be planted in many places including borders and containers. They are another very popular spring flower.



Top and Bottom

Tulip



Tulips are another beautiful spring flower. Their Latin name is Tulipa. They start flowering all the way through to May. Tulips flower from a bulb and should be planted from October to November time. Tulips love full sun so must be in it all the time. They can be planted in many places including borders and containers. They are another very popular spring flower.

In front of text

What is the style of the selected text below?

That is a dog.

B

I

U

A

How to change?

Harry Potter → *Harry Potter*

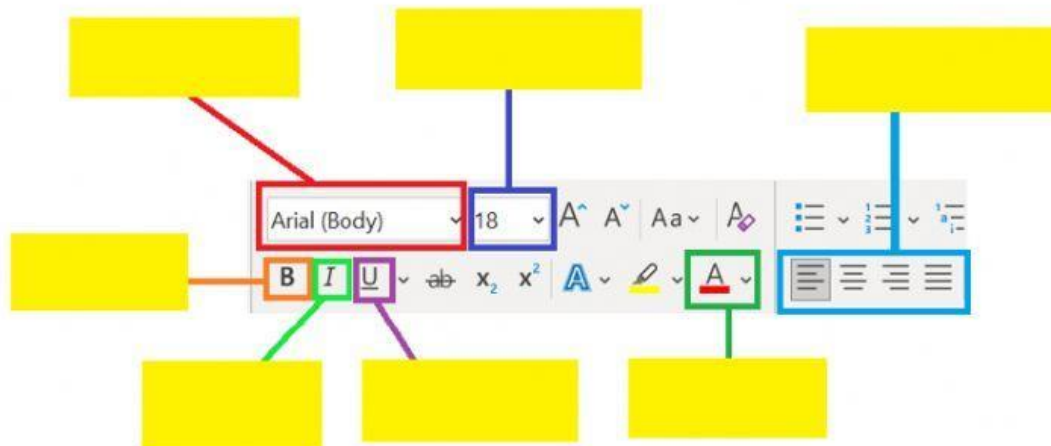
B

I

U

A

Drag the name to the correct icon



Underline

Font size

Bold

Italic

Alignment

Font

Font color

What kind of alignment of the selected text is it?



Align Left

Align Right

Align Center

Align Justify

Which alignment was applied to change from (1) to (2)?

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.



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A. Left

B. Center

C. Right

D. Justify

**HARRY POTTER
AND THE SORCERER'S STONE**

--- CHAPTER ONE ---
THE BOY WHO LIVED

Author: J.K. Rowling

Harry Potter
and the Sorcerer's Stone

--- CHAPTER ONE ---
THE BOY WHO LIVED

Author: J.K. Rowling

To remove all formatting of text, we click

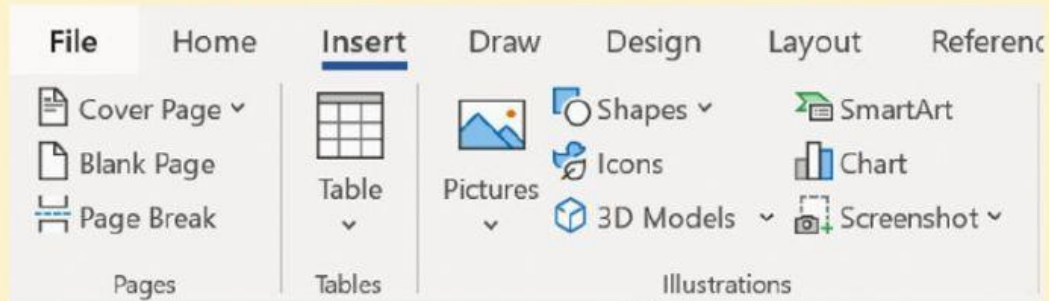
A₊ Create a Style

A→ Apply Styles...

A Clear Formatting



To add images to a document, which tab should be used?



A. File

B. Home

C. Insert

D. Design

To resize an image correctly, we should click on _____



How to change from image #1 to image #2?



(Image #1)

(Image #2)

• **Resize**

• **Crop**

• **Insert**

• **Wrap text**

How to change from image #1 to image #2?



image #1



image #2

- Resize
- Crop
- Insert
- Wrap text

To move images easily, we use



- Text styles
- Wrap text
- Crop
- Bullet points

