



bold bullets cell centred clear formatting font
font colour heading highlight italics justified alignment numbered
row ruler size strikethrough underlined

Hero	Series / Film	Main power
Walter White	Breaking Bad	chemistry expertise
Tyrion	Game of Thrones	drinking wine, insulting people
Kevin McAllister	Home Alone	urban warfare
Daniel (teacher)	our school	calling parents

Choose the best answer for each question.

1. Which programme is the best choice to write a report with headings, images and tables?
2. What is the main difference between Notepad and Microsoft Word?
3. Which keyboard shortcut allows you to undo an action in Microsoft Word (and other apps)?
4. You want to change the appearance of all the text in a document. What should you do first?
5. You need to send a document to someone and you want to make sure its layout won't change. Which format is usually the best choice?
6. You have made a mistake and want to return to the previous version of your text. Which command should you use?
7. What is the main purpose of the Find function in a text editor?
8. What should you do right before closing a document you have been working on?

Write the answer for each question.

9. What is the alternative to Word in LibreOffice or OpenOffice?
10. Which file extension is commonly used for Microsoft Word documents?