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

Click Table

Click Insert tab

Step 1: ____

Step 2: ____

Step 3: ____

Select the correct function of the buttons

Insert Below	Insert Above	Insert Left	Insert Right

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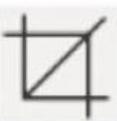
Drag and drop the correct type of wrap text to their results

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

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Square

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any colours including yellow, red, pink and purple. Sometimes tulips a lanted in long lines and when they all flower they can make a field loo

Behind text

beautiful spring flower s Tulipa. They start flowering all the way through to M r from a bulb and should be p ber time. Tulips love fu n it all the time. They can be ing borders and contai other very popular spring flow

ny colours including yel purple. Sometimes tulips are nted in long lines and v er they can make a field look

Top and Bottom

Tulip

Tulips are another beautiful spring flowe through to May. Tulips flower from a bul it all the time. They can be planted in ma

Tulips come in many colours including yellow, red, pir they all flower they can make a field look like a rainbo

In front of text

What is the style of the selected text below?

That is a dog.

B *I* <u>U</u> <u>A</u>

How to change?

Harry Potter ⟶ *Harry Potter*

B *I* <u>U</u> A▼

Drag the name to the correct icon

Arial (Body) 18 A^ A˅ Aa˅ A

B *I* <u>U</u> ˅ ab x₂ x² A˅ ✎˅ <u>A</u>˅
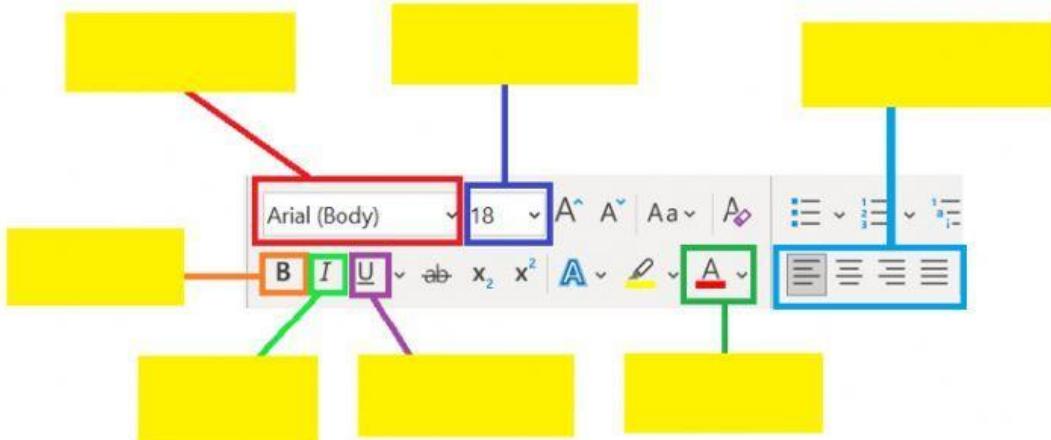
| Underline | Font size | Bold | Italic |

| Alignment | Font | Font color |

What kind of alignment of the selected text is it?

All the king's horses and all the king's men,
Couldn't put Humpty together again.

He fell off the wall – from the highest high – so high!
He had a great fall – from the highest high – high!
All the king's horses and all the king's men,
Couldn't put Humpty together again.

Humpty Dumpty sat on the ground,
Humpty Dumpty looked all around,
Gone were the chimneys and gone were the roofs,
All he could see was horses and hooves.

| 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.

(1)

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.

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(2)

A. Left

B. Center

C. Right

D. Justify

LIVEWORKSHEETS

To remove all formatting of text, we click ......

A+ Create a **Style**

A→ **Apply** Styles...

A✐ **Clear** Formatting

AaBI AaBI AaBbI **AAi** AaBbCcDx
Hana's He... Hana's He... Hana's Sa... Hana's Title 5 Normal

Styles

To add images to a document, which tab should be used?
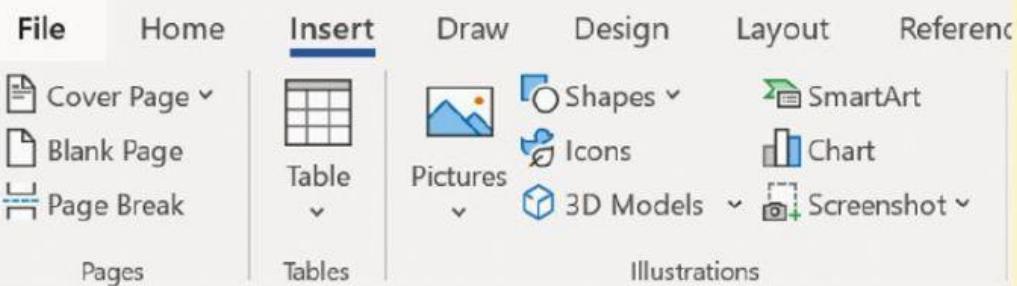
A. File   **B.** Home   **C.** Insert   **D.** Design

To resize an image correctly, we should click on _____
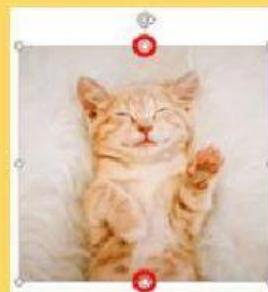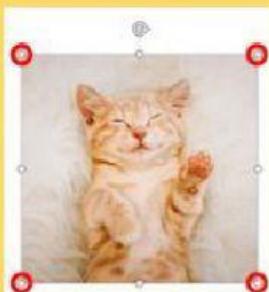
How to change from image #1 to image #2?
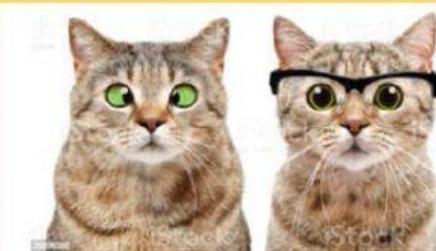
(Image #1)   (Image #2)

- **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**