WP Christmas Exam

Checklist Examination 1 Part 1

|  |
| --- |
| Open document |
| Set margins |
| Spellcheck |
| Apply specified font type |
| Apply specified font size |
| Centre, left, right align, justify text |
| Use All Caps |
| Amend text |
| Apply a border to text |
| Format the border (Colour, width etc.)  |
| Shade text/border |
| Bullets |
| Delete text |
| Insert text |
| Move Text (Cut and Paste) |
| Apply specified font colour |
| Apply numbering |
| Italics |
| Underlining |
| Indent text |
| Line spacing (1.5 or double)  |
| Use Find and Replace |
| Insert an image |
| Crop an image |
| Adjust height of image |
| Move/Place an image |
| Headers/Footers/Page number/Date |
| Proofread |
| Preview |
| Check connected to correct printer |
| Check paper size |
| Print |
| Save to specified location |

Checklist Examination 1 Part 2 Date covered

|  |  |
| --- | --- |
| Open document |  |
| Page Orientation (landscape, portrait)  |  |
| Format font type, size, colour |  |
| Centre, left align |  |
| Page Border Art type |  |
| Page Border, Apply to first page only |  |
| Insert Clip Art  |  |
| Resize Clip Art |  |
| Move/Place Clip Art |  |
| Footer |  |
| Page Break |  |
| Insert Table |  |
| Enter table data |  |
| Resize cells |  |
| Merge and Centre cells |  |
| Left , Right, Centre Align text |  |
| Shade Rows/Columns as specified |  |
| Print specified pages only |  |
| Delete rows/columns |  |
| Insert rows/columns |  |
| Sort the table |  |
| Save to specified location |  |
| Print multiple copies of specified pages only |  |
| Copy files to supervisors memory stick |  |