**Word Processing Exam 1**

**Checklist Examination 1 Part 1**

|  |  |
| --- | --- |
| Open document |  |
| Set margins |  |
| Spellcheck |  |
| Apply specified font type/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 |  |
| Apply Bullets |  |
| Delete text/Insert text |  |
| Apply styles |  |
| Move Text (Cut and Paste) |  |
| Apply specified font colour |  |
| Apply numbering to a list |  |
| Bold/Italics |  |
| Underlining |  |
| Indent text |  |
| Line spacing (1.5 or double) |  |
| Use Find and Replace |  |
| Insert an image |  |
| Crop an image |  |
| Adjust height of image |  |
| Create Table of Contents |  |
| Move/Place an image |  |
| Headers/Footers/Page number/Date |  |
| Take screenshot/copy into new document |  |
| Proofread |  |
| Preview |  |
| Check connected to correct printer |  |
| Check paper size |  |
| Print |  |
| Save to specified location |  |

**Checklist Examination 1 Part 2**

|  |  |
| --- | --- |
| 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 |  |
| Insert Page Break |  |
| Insert Table |  |
| Enter table data |  |
| Resize cells |  |
| Merge and Centre cells |  |
| Left , Right, Centre Align text |  |
| Shade Rows/Columns as specified |  |
| Split Table |  |
| Add/remove borders to table |  |
| Copy and paste tables |  |
| 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 |  |