# Working with Word Final Exam

Please read all instructions carefully. If applicable, use the text areas below the question to fill in your answer.

1. **Put your Name and SCDC Number in the Header and Footer of this document.**
2. **Correct any spelling and grammar errors in this document using the Word Proofing Tools.**
3. **Replace the following word with a synonym using the Word thesaurus:** Awesome
4. **Where can you find the document’s Word Count?**
5. **What keyboard shortcut do you use to save a document?**
6. **How do you select a whole Paragraph?**
7. **Change the Margins of this document to “Normal”** (1” top, bottom, left and right)
8. **Set the following paragraph to Justified alignment and change the Font to 11pt Calibri. Make the word “English” bold.**

Back in English class, your teacher taugt you that a paragraph is a part of a longer composition that presents one idea or, in the case of dialogue, presents the words of one speaker. Your teacher ws right, too, but for word-processing purposes, a paragraph its a lot less than that. In word processing, a paragraph is simply what you put on-screen before you press the Enter key.

1. **Insert a 4 column, 3 row table in the space below. Set the first column to be wider than the other 3 columns. Fill in some text into each cell. It doesn’t matter what you put in each cell. Set a table style that looks good to you.**
2. **Put a bulleted list in the textbox below. Your list should have at least 3 items.***Extra Credit if you have multiple levels of items.*
3. **Insert a picture of your choosing below. Size it down correctly so the aspect ratio is maintained and make it no more than two inches wide.**
4. **Save this document! Check with your teacher to make sure it is saved before you leave.**