

MS Word Checklist

StudentID: _____ Name: _____

Category	Skills	Completed
Text Formatting	Font, Font size, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Text color, Highlighting	
Paragraph	Line spacing, Indentation, Bulleted list, Numbered list	
Paragraph - Horizontal Alignment	Left align, Center align, Right align, Justify	
Paragraph - Vertical Alignment	Top align, Center align, Bottom align	
Insert	Page number	
Table	Insert table, Modify width, Modify height, Delete table, Insert row above, Insert row below, Insert column left, Insert column right, Delete row, Delete column, Distribute rows, Distribute columns	
Table - Alignment	Align top, Align center, Align bottom	
Table - AutoFit	AutoFit contents, AutoFit window	

Category	Skills	Completed
Styles	Applying styles, Modifying styles, Creating new styles	
Save	Save as PDF	