**7th Grade Word Study Guide**

1. What is the newest version of Word that we use in here?
2. What would be a “normal” sized font for typing a report?
3. How many times do you hit the space bar after a coma?
4. How many times do you space after a period or question mark?
5. The *View, Insert, Design, Page Layout*, etc. all make up a \_\_\_\_\_\_\_\_\_\_\_\_\_ where you can click the commands for different options. (Look at GCF Learn Free; Word Lesson #4)
6. What do each of the letters underneath represent when formatting text?
7. What can you use to separate items in a list? (other than numbers or letters)
8. What must you change to be able to click and drag pictures once they are pasted onto your document?
9. What are basic ways of performing a function in Word?
10. You might want to display your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when working with Tab stops so you can see exactly where you are at on the page.
11. A standard sheet of paper (the size of paper we use in Word) is what size?
12. What Tab of the ribbon is the *Table* option under?
13. What line spacing exists when you have one blank line between two typed lines?
14. How many times do you hit the Enter key after your Complimentary Closing (i.e. Sincerely)?
15. What goes on the first line (the very top) of a letter?
16. What is the feature in Word that allows you to easily create various diagrams and flowcharts?