**6th Grade Word Study Guide**

1. What is the 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.
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 is the short-cut (hot key) for….

Copy-

Cut-

Paste-

Double Space-

1. You might want to display your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when working with Tab stops so you can see exactly where you are at on the page.
2. A standard sheet of paper (the size of paper we use in Word) is what size?
3. What Tab of the ribbon is the *Table* option under?
4. What line spacing exists when you have one blank line between two typed lines?
5. What goes on the first line (the very top) of a letter?
6. What is the feature in Word that allows you to easily create various diagrams and flowcharts?