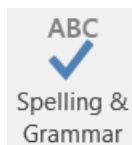<u>Al-Balqa Applied University</u>

<u>Followed Computer Skills</u>

<u>Assignment 6- Prepared by: Eng. Heba Al-Hiary</u>

<u>Assignment 7 – Please watch video 12, 13, 14 and 15 then answer the following questions</u>

1. Word can automatically search your document using the _____ feature, and it even allows you to change words or phrases using _____.

2. Determine the specified command (just the command name) to perform the following text formatting:
    A. Change the font size to 24: _____.
    B. Writing in Green color _____.
    C. Change the text font to "Verdane": _____.
    D. Change the first letter in each word in the following sentence to uppercase: "followed computer skills"→ becomes "Followed Computer Skills" we use: _____.

3. The **save as** command in the backstage view can save your document:
    A. With a file name.
    B. In a particular folder.
    C. With .docx fromat.
    D. All of them.

4. You can change the page orientation from the _____ tab, and you can choose two orientation options which are _____and _____.

5. If you have a misspelled word in your document, you can correct all errors from the _____ tab then choose_____ command.

6. Given the command:

By clicking this command, you can:

    A. Check spelling errors.
    B. Check grammatical errors.
    C. Correct spelling and grammar errors.
    D. All of them.

7. To print pages from 3 to 10 from your document you will choose:

    A. Print custom range.
    B. Copies.
    C. Print one sided.
    D. Collocated.