**Word Production Test Review**

# You should know how to use the following features in Microsoft Word.

## Text and Paragraph Formatting:

1. Add **bullets**
2. Center text **horizontally**
3. **Justify** text
4. Apply a **Theme** (This is different than applying a style)
5. **Apply** a **Style**
6. **Modify** a **Style**
7. Apply **special underlines** (in the Fonts Dialog box)
8. Change **Line Spacing**
9. Add a **Paragraph Border**.
10. **Shade** a paragraph (This is different than changing the text color or highlighting the text.)
11. **Copy** and **Paste** text
12. Set **Tabs** (both with and without leaders)

## Page Formatting:

1. Set **Margins**
2. Insert a **Page Break**
3. Insert a **Continuous Section Break**
4. Change page **Orientation**
5. Add a **Page Border**
6. Center text **Vertically** on a page ***(Hint: NOT Ctrl + E)***

## Pictures:

1. Insert a **Picture**
2. **Position** the picture on the page with **Text Wrapping**
3. **Resize** a picture (height and width)
4. Apply a **Picture Style (Select Picture > Picture Tools-Format > Picture Styles)**

## Tables:

1. **Convert** text to table
2. Apply a **Table Style** and **Table Style Options**
3. Center **Tables** horizontally
4. Center information **Within Cells**