Microsoft Word Quiz

*Complete each section of the quiz below. Read each question carefully.*

**SECTION ONE: THE HOME MENU**

Make this list of instructions into a bullet list (use any bullet points you like).

Format the title Microsof Word Quiz (above) as a title using the preset styles.

Bold, italicize, and underline this sentence.

**SECTION TWO: THE INSERT MENU**

1. Create a header for this page with your name.
2. Go to Flickr.com and find a cool picture.
3. Insert that picture into this document, and include the important information so that it isn’t plagerism.
4. Create a table with four rows and three columns.
5. Insert a footer on this page that has the date.

**SECTION THREE: THE PAGE LAYOUT MENU**

1. Change the margins of this page to “Narrow” (0.5” by 0.5”)
2. When making columns, you can type first, then create columns or you can create your columns and then type. Which do you prefer and why?

* Answer here:

**SECTION FOUR: THE REVIEW MENU**

1. What are two things that grammar and spelling check can do for you?
2. Why is it important to always read over your work, even after you have used spell check?

* Answer here:

1. Perform a spell check on this document. (*Ms. Dmytriw, please type yes or no for completion*).