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| MOAC WORD 2013 CHECK LIST | | | | | Name: | | |
| LESSON | CERTIFICATION READY | NOTES/STEPS | | | | | |
| 3 | * Font attributes (66) |  | | | | | |
| * Text Effects (66) |  | | | | | |
| * Format Painter (68) |  | | | | | |
| * Insert & modify Styles |  | | | | | |
| * Words Art (84) |  | | | | | |
| * Save as PDF (84-85) |  | | | | | |
| * Clear Formatting (85) |  | | | | | |
| Project: | Signature: | Project: | Signature: | | Project: | Signature: |
| 4  Paragraph  Formating | * Set indents (95) |  | | | | | |
| * Line spacing in a paragraph (109) |  | | | | | |
| * Apply paragraph spacing (110) |  | | | | | |
| * Apply bullets in a document (111) |  | | | | | |
| * Increase/decrease the list level (113) **/ Indentation** |  | | | | | |
| * Special bullets (114 -115) |  | | | | | |
| * ~~List indentation (116 & 119)~~ **Borders** |  | | | | | |
| * ~~Create/modify numbered list (116)~~ **Shading** |  | | | | | |
| Project:  **4-2 page: 131** | Signature: | Project:  **4-5 page: 135** | Signature: | | Project:  4-4 | Signature: |

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| --- | --- | --- | --- | --- | --- | --- |
| 5 | * Change margins in a document (141) |  | | | | |
| * Change the orientation (142) |  | | | | |
| * Insert a manual, continuous, and next page breaks (146-148) |  | | | | |
| * Insert numbered page break (148) |  | | | | |
| * Prevent an orphan (154) |  | | | | |
| * Create multiple columns (158) |  | | | | |
| Project: | Signature: | Project: | Signature: | Project: | Signature: |
| 6 | * Create tables (169-173) |  | | | | |
| * Apply style to a table and modify (175, 177) |  | | | | |
| * Adjust column width and row height (180) |  | | | | |
| * Sort the data in a table (184) |  | | | | |
| * Merge cells (185) |  | | | | |
| * Change the margins and cell spacing (186) |  | | | | |
| * Add a title/description as an alt text (187) |  | | | | |
| * Convert text/table (189-190) |  | | | | |
| * Add a formula to a table (192) |  | | | | |
| Project: | Signature: | Project: | Signature: | Project: | Signature: |
| 7 | * Change a document’s theme (205) |  | | | | |
| * Create a customized color, font, and effect (207) |  | | | | |
| * Change a document’s style (209) |  | | | | |
| 7 Cont. | * Insert a watermark (211) |  | | | | |
| * Insert a watermark using a Quick Part (215) |  | | | | |
| * Append a cover page (218) |  | | | | |
| * Insert a field in a document (220) |  | | | | |
| * Insert text in a text box (225) |  | | | | |
| Project: | Signature: | Project: | Signature: | Project: | Signature: |
| 8 | * Inserting a picture (240) |  | | | | |
| * Modifying size, shape, style, border, effect & appearance (242-244, 247-248) |  | | | | |
| * Smart Art (244-245, 266) |  | | | | |
| * Picture Positioning (252) |  | | | | |
| * Shapes (262) |  | | | | |
| * WordArt (263) |  | | | | |
| * Clip Art (269) |  | | | | |
| Project: | Signature: | Project: | Signature: | Project: | Signature: |
| 13 | * Protect with password, read only, and set comment restrictions (425-431) |  | | | | |
| * Send as attachment, SkyDrive, fax, blog (448, 450) |  | | | | |
| Project: | Signature: | Project: | Signature: | Project: | Signature: |