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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: |
| 4Paragraph 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: |

|  |  |  |
| --- | --- | --- |
| 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: |