


WORD PROCESSOR SKILL SHEET

1. My name is
2. I have computers during period
3. Mr. Howe is a **cool** guy.
4. I think that **Euclid Middle School** students are the *finest students* in the world.
5. A **point** is a measurement used to describe the thickness of a line.
6. All of my academic work is done in 12 point font size.
7. This line is done in the larger 16 point.
8. This line is very small because it is in 8 point.
9. **Because I am so smart, I can also use trendy font for fun.**
10. I can stop numbering by pressing enter at the end of a sentence and then pressing "backspace."

<p>Inserting a table is tricky. You have to select the Insert tab and click on Table.</p>	<p>You can then mouse over the squares and draw your table to make it look like this. (3x1)</p>	<p>Heck, I'm so smart I can even insert word art inside a</p> 
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I can also insert Clip Art of my choice. Once I insert the Clip Art I can center it and put a cool Picture Style on it. By double clicking on the picture I can add all kinds of Picture Effects of my choice.

