Skills To Be Tested

1. How to choose Margins and Paper Size

2. How to choose Font, Font Size, Color and Alignment.

3. How to apply Font Effects.

4. How to set Line Spacing.

5. How to add a Page Border.

6. How to use WordArt.

7. How to use Lines/Borders.

8. How to use Bullets and Numbering.

9. How to change Bullet style.

10. How to insert and format Images.

11. How to use the Header and Footer.

12. How to insert AutoText

13. How to add Borders to Images

14. How to use Text Boxes.

15. How to insert Footnotes.

16. How to insert Tables and choose Table Format.

17. How to color Tables.

18. How to insert a Chart, add data and choose Chart Types.

19. How to create Hyperlinks.

20. How to insert and format AutoShapes.