

Name: \_\_\_\_\_

Class/Period: \_\_\_\_\_

## Microsoft Word – “How would I?” (Office/Home/Page Layout)

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	<b>TAB</b>	<b>RIBBON</b>	<b>ICON (WRITE NAME)</b>
1. How would I change the size of my font?			
2. How would I open a new blank document?			
3. How would I center my text?			
4. How would I find one word in my text and replace it with another word?			
5. How would I change all of my text to capital letters?			
6. How would I insert bullets in my text?			
7. How would I alphabetize a list of words?			
8. How would I move text from one place to another?			
9. How would I increase the spacing between lines?			
10. How do I get the Word Tips to appear?			

11. How would I change the theme of my document?			
12. How would I change the orientation of the paper?			
13. How would I make my margins narrow?			
14. How would I increase or decrease the spacing after a paragraph?			
15. How would I create columns?			
16. How would I add page borders?			
17. How would I align a section to the right of the page?			
18. How would I add a ghost text (watermark) to my text?			
19. How would I add a background color to my document?			
20. How would I indent a whole paragraph?			