

BCLD Word Processing Class

Student: _____ Date Started: ____ / ____ / ____

Skill 1- Open your Document software _____

Open Word, LibreOffice Writer, or Google Docs
Create a new Document

Skill 2- Save a Document _____

Type something and save it in the native format
Close the program, then open the saved document
Save as a PDF

Skill 3- Page Layout _____

Change Margins to 0.5 inches
Use the Style attribute to add Headings
Change a Style

Skill 4- Images _____

Insert an image
Change the size and/or Crop the image
Change the text wrapping

Skill 5- Fonts _____

Select a different font (change style if desired)
Use Bold, Italic, and underline

Skill 6- Lists and Tables _____

Insert a bulleted list and a numbered list
Insert a table
Add/remove rows or columns
Shade a table cell

Skill 7- Printing _____

Explore the print settings
Print to a file

Instructor: _____ Completed: ____ / ____ / ____
