

Grade (Mark): / 20

Name:

Term: 1

Classwork Sheet
Lesson 8: Editing and Formatting Documents

Match each item in the first table with the related item in the second table:

[/ 20]

| | | | |
|----|-------------------------------------------------------------------------------------|--|----------------------|
| 1 |  | | Superscript |
| 2 |  | | Word Count |
| 3 |  | | Replace |
| 4 |  | | Numbering |
| 5 |  | | Text Highlight Color |
| 6 |  | | Line Spacing |
| 7 |  | | Subscript |
| 8 |  | | Bold |
| 9 |  | | Left Tab |
| 10 |  | | Cut |
| 11 |  | | Undo |
| 12 |  | | Find |
| 13 |  | | Center Tab |
| 14 |  | | Font Color |
| 15 |  | | Format Painter |
| 16 |  | | Translate |
| 17 |  | | Justify |
| 18 |  | | Bullets |
| 19 |  | | Spelling & Grammar |
| 20 |  | | Font |