

Northstar Standard	Video Tutorial	Activity Sheets	Class
1. Open a new or existing document.	Introduction	Word Orientation	Microsoft Word
2. Identify the parts of the Word window, including the Ribbon, Status Bar and		Word Orientation	Microsoft Word
3. Save a document, being intentional	Saving	Setting Up a Document	Microsoft Word
4. identify file extensions that can be		Setting Up a Document	Microsoft Word
5. Use Spelling and Grammar check.	Introduction	Inserting a Table	Microsoft Word
6. Format text: size, color and font type.	Formatting	Formatting Text	Microsoft Word
7. Set text spacing and alignment		Bullets and Alignment	Microsoft Word
8. Apply bullets and automatic		Bullets and Alignment	Microsoft Word
9. Undo the previous action.		Creating and Editing a Document	Microsoft Word
10. Cut, copy and paste.	Cut, Copy and Paste	Copy, Cut, Paste	Microsoft Word
11. Modify page layout, including margins	Introduction	Setting Up a Document	Microsoft Word
12. Print.		Creating and Editing a Document	Microsoft Word
13. Close a document.	Saving and Closing Files	Word Orientation	Microsoft Word
14. Insert objects into a document, including images, shapes, hyperlinks, and	Add a Picture	Inserting a Table	Microsoft Word
		Creating and Editing a Document	Microsoft Word