

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

Tick ✓ each of the following below to confirm that you can understand the following icons/tools and their associated functions and know how to access them. If you are unsure about a topic, discuss it with your tutor until your understanding is clear. Then sign and date this page at the bottom.

		I understand.	I can use this.
OPEN:	Click to open a different file or folder from another location		
SAVE:	Click to save your work		
SAVE AS:	Click to save your work in another file format or under another name		
NEW:	Click to open a new blank document		
CLOSE:	Click to close the file / folder you are working in		
CUT:	Permanently remove some text and put it on the clipboard		
COPY:	Remove a copy of some text and put it on the clipboard		
PASTE:	Paste the text you have placed on the clipboard into a new document		
BOLD:	Change the text you have selected to <b>bold</b> , a thicker black font		
ITALIC:	Change the text you have selected to ' <i>Italic</i> ' a slanted font		
UNDERLINE:	Put a line under the text you have selected <u>like this</u>		
FONT NAME:	The proper title of the font you are currently writing with		
FONT SIZE:	The size of your writing on the page, from size 8 up to 72		
FONT COLOUR	The colour you have chosen to write in taken from the palette		
BULLETS	Click to put a mark or 'bullet hole' before each item in a list		
NUMBERING	Click when writing a list to put a number before each item		
CHANGE CASE	Click to change text from lower case to UPPER CASE or vice versa		
LINE SPACING	Click to change the amount of space between lines of text		
FORMAT PAINTER	Click to copy formatting from one document and apply to another		

INCREASE / DECREASE FONT	Click to increase or decrease the size of your writing from size 8 up to 72 for example		
TEXT HIGHLIGHT COLOUR	Click and draw over text as if it was a highlighter pen		
TEXT IMAGE ALIGNMENT	Click to align text or images to the left right or centre of the page or equally across the page		
DECREASE / INCREASE INDENTATION	Click to increase or decrease how far a new paragraph begins from the side of the page		
INSERT PAGE NUMBERS	Click Insert and Page Numbers to add page numbers in the header or footer		
INSERT FOOTER	Click Insert to add a header or footer where you can type		
KEYBOARD SHORTCUTS	Use these to work faster, e.g. Ctrl + S to save		
PAGE BORDER	Click Design and Page Borders to insert page or text borders, as well as shading		

Signed: \_\_\_\_\_

Date: \_\_\_\_\_