

## Microsoft Word Pre-Test 5<sup>th</sup> Grade

1. Open Microsoft Word.
2. Open a new blank document.
3. Type your first and last name and press enter twice.
4. Make a bulleted list of your 5 favorite foods.
5. Change the font of your name to Comic Sans.
6. Change the font of your bulleted list to Times New Roman.
7. Make your name bold and underlined.
8. Change the font color of your bulleted list to green.
9. Click at the end of your list and press enter 2 times.
10. Insert a clipart picture.
11. Change the font size of your name to 18.
12. Change the font size of your list to 14.