

Formatting Tools

Write down three formatting tools used today, and describe what they do:

- 1.
- 2.
- 3.

Cut, Copy, and Paste

Describe cut, copy, and paste using your own words:

Learn More

Websites:

GCF Learn Free

www.gcflearnfree.org/word

Microsoft Office Training

office.microsoft.com/training

Books:

Microsoft Word 2010: Plain & Simple by Katherine Murray