Word Ninja Worksheet

Legal Learning
DEVELOPMENT NETWORK

WHAT WE KNOW ABOUT NINJAS

Stealthy

Knew secrets

Control environment

Variety of weapons
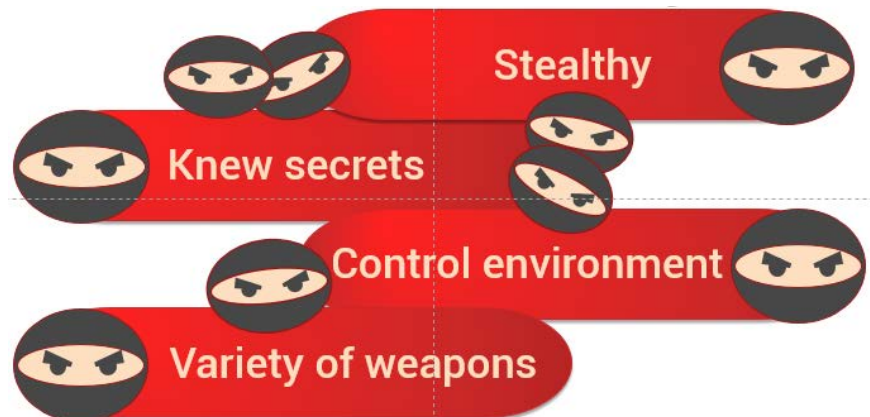
WHY WORD NINJA SKILLS ARE IMPORTANT

1.   _____ to work more efficiently

2.   _____ is used constantly

3.   _____ matters

4.   Paper vs. _____ world

5.   _____ the best

6.   Existing staff _____

COMPATIBILITY: WHY IT MATTERS

.DOC vs. .DOCX

- _____ became the default Word file format in 2007.
- _____ files don't have all the available Word functions.
- _____ file sizes are smaller and more suited for electronic sharing.
- If you see _____ at the top of Word, it is in _____ format.
- To upgrade your document, click File > _____.

Bonus option: Save as _____.

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TOOLS HIDING IN PLAIN SIGHT

- The _____ Toolbar is your area to customize and speed up work in Word.
- The _____ is a great tool for looking at alignment of text and tab settings.
- _____ displays the non-printing characters such as tabs and paragraph returns.

THE ULTIMATE NINJA WEAPON

_____ cut your formatting time and provide structure in your document.

Now that documents are electronic, having a _____ is critical.

Common structural elements are:
1.
2.
3.
4.
5.

Style Details

- Styles are found on the _____ tab in the Quick Styles gallery.
- The style that is the foundation of the others is the _____.
- To change the default font, modify the _____.
- To add/remove a style from the Quick Styles gallery, _____ on the style.
- To see and quickly move headings within a document, use the _____ Pane.

MY 3 ACTION ITEMS

WHAT	WHEN	HOW