Name: Day: Period: Date:

**Microsoft Word Training: Take A Way Worksheet**

**Directions:**

Students will view several short videos and gather facts they’ve gained knowledge/awareness of after watching.

Students can pause the video at any point to write down the fact as well as use the Close Captions option to help them gather information. When the sheet is done, student can change font color, styles, fills colors. (ONE PAGE)

|  |  |  |
| --- | --- | --- |
| **Video Title** | **Fact #** | **Something I learned from the video:** |
| Add and edit text | Fact 1 |  |
| Check spelling, grammar, and clarity | Fact 2 |  |
| Show word count | Fact 3 |  |
| Change line spacing | Fact 4 |  |
| Apply styles | Fact 5 |  |
| Apply themes | Fact 6 |  |