Name: Day: Period: Date:

**Microsoft Word Training: Take A Way Worksheet 2**

**Directions:**

1. Students will view short videos and gather facts of knowledge they have gained awareness of after watching each video.
2. Using the **RIGHT CLICK, OPEN LINK** method to access each video. Save after each answer **[CTRL + S]**
3. Students can use the Close Caption (subtitles) feature for assistance. Students can pause the video as needed to gather facts.
4. **When done, students will format the table below by changing font color, font size, fonts styles & use fill/shading tool (paint bucket) formatting rows/columns to spruce up the table.**
5. Students should show the teacher their complete work before moving on to the next task. Incomplete work must be finished after school or during study. Make sure the file is saved to the Word folder OR CREDIT WILL NOT BE GIVEN.

|  |  |  |
| --- | --- | --- |
| **Video Title** | **Fact #** | **Using complete sentence structure, write** **a fact** **you learned or already knew from the video:** |
| [Add and edit text](https://support.office.com/en-us/article/video-add-and-edit-text-ed1e3147-a846-41ca-8087-49e324cb50bd?ui=en-US&rs=en-US&ad=US)  | Fact 1 |  |
| [Check spelling, grammar, and clarity](https://support.office.com/en-us/article/video-check-spelling-grammar-and-clarity-6f9aad7c-1c58-40da-a65b-0c1282837aaf?ui=en-US&rs=en-US&ad=US) | Fact 2 |  |
| [Show word count](https://support.office.com/en-us/article/video-show-word-count-in-documents-ab3fdbda-e994-4ff1-9b8a-a8bc81569e05?ui=en-US&rs=en-US&ad=US) | Fact 3 |  |
| [Change line spacing](https://support.office.com/en-us/article/video-change-line-spacing-668fd0d8-7162-4b44-a903-f57750acfeab?ui=en-US&rs=en-US&ad=US)  | Fact 4 |  |
| [Apply styles](https://support.office.com/en-us/article/video-apply-styles-b8c7fc22-20b8-456d-bbb3-b82be921f4b1?ui=en-US&rs=en-US&ad=US)  | Fact 5 |  |
| [Apply themes](https://support.office.com/en-us/article/video-apply-themes-a2a32660-6abf-4145-89bd-8550b91d8147?ui=en-US&rs=en-US&ad=US) | Fact 6 |  |