

MS Word Quiz 01 – Office 2013 / 365

MS Word – Home Ribbon

Directions:

- Open the MS Word file from your ICS – Computer Lab Web Page as directed.
- Save this file in your own Lesson Folder and insert your profile data in front of the file name. For example: 15-7A-SmithJohn-WordIntermQuiz01HomeRibbon
- Note: Last name, then your First name, no spaces in between and capitalize the first letter of every word.
- This will be a reflection assignment. Title your document the same as the business you created in your Excel Project. Then add your name.
- Title example – Danny's Electronics – By Danny Lopez
- Next answer the following questions:
 - Describe your business.
 - What did you like about it?
 - What did you not like about it?
 - At this point would you consider this type of career for your future?
- Each question should have approximately 150 words. Your total word count needs to be at 600 or more words.
- Use the tools you learned on your HOME RIBBON **only**. Be creative on your layout using FONT styles/colors, paragraph settings, or preset styles, and the paint bucket.
- You can set up your layout in paragraph form, or using bullets, or even align each section with different alignment styles.
- This assignment is worth **daily grades and a quiz grade**.