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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Start | What is the default font and font size in MS Word? | How many tabs does MS Word have? | Move Forward **one** space! | Show your partner what you would do If you make a mistake in a document if something disappears? | Show your partner the tabs, groups and commands. | **Skip a turn!** | | What tab do you select to add a Word Art?  Demonstrate how to add Word Art. |
|  | | | | | | | | How many groups does Home Tab have? |
| **Skip a turn!** |
| Move back **one** space! | Show your partner 3 important elements on a MS Word Window. | The area where it displays the name of the document that is currently open is called? | Name 3 important elements on a MS Word Window. | Where is the File Tab and what can you find there? | Where are the Tabs?  Point to them using your computer | Move forward **two** spaces! | | What tab do you select to add a Clip Art?  Demonstrate how to add Clip Art. |
| How many Scroll bars do you have in a MS Word document? name them and show them to your partner. |  | | | | | | | |
| Move back **two** spaces! | Name 6 commands that you have in the Font Group. | Name 7 commands that you have in the Paragraph group. | Demonstrate how to add a page Border | Where do we save our documents that we create in the classroom? | What Tab do you select to add a page border? Demonstrate how to add a page Border | | You  Win!! ☺ | |