

# CSCI104 – Essential Computing I

## Exam 2 – Word

### Review

- Headers & Footers
- Adjusting Margins
- Page Orientation
- Watermarks
- Spelling & Grammar Check
- Font: Type, Size & Color
- Text Appearance: Bold, Italics, Underline, & Highlighting
- Indents
- Paragraph & Line Spacing
- Alignment: Left, Right, Center, & Justify
- Tabs: Left, Right, Center, & Decimal
- Borders & Shading
- Lists
- Page & Section Breaks
- Columns
- Document Theme
- Apply & Modify Document Styles
- Insert & Format: Picture, Object, Text Box & Table
- Mail Merge
- Bibliography/Citation Document Style
- Sources & Citations
- Bibliography
- Cover Page
- Footnotes & Endnotes
- Table of Contents
- Comments
- Review & Track Changes in a Document