

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Word Processing II

W R **S T E L L U B** I P F J A O G U S I L M **E** L Z  
K L E L K H C Z B B Z F C C R B R P O Z B **X** Q J  
U D B C O W C F U P U I C T R D A U U P I C G T  
G O N V W Z D Z P H G Q S Q B O L Z J N E **E** W O  
R **G N I T T A M R O F** B **G N I Y P O C** U E L P E  
X I H Z O K **E Q U A L S I G N** O R P D W Q U S V  
C **S T N O F** D **S N O I T A M I N A** Q L N T S S L  
V T E X J L W U **G N I N G I L A** B U R B Z Y **T** A  
**S E R U T C I P** G C I **E** X **E D I T I N G** W **S** N V  
Y U E L D G V A Q N B C P **T** H G D B N M F H I C  
X Q I A K T **C** D **W** P D I D R N S D T E H M A O C  
Y I D W U T E F O X L F I A V H S **W** W K J P P Y  
Y E M T H P N W R Y K F F N W V L O Q K B E R F  
U E X N A U T T D C J O B S O Q I R H Q T **S** E F  
X D Q K R N E D A A I T T I K R **C** D Z T K L W O  
D **F** T X I L R G R X Q F J T A X U I R L B A O I  
E O U **P A S T E** T N A O X I Q M **T** **D L O B** C P R  
T R G V Q F A Z A U D S Y O I P H E I D L Z X S  
N M J Z G G J G F J Q O G N S X O **T X E T** O T C  
B U J A **G N I T S A P** R Q **S** K O R I E A E Y L C  
F L M E I T M O R Q P C T B S P H X O P A Q Z T  
U A **G N I C A P S** C O I A F P E V J D C H J I B  
J P P X F W C E B W W **M** W U L **G N I T R E S N I**  
V I E E M D U J M I P O A E W H F J W D J L Y H

Microsoft Office  
PowerPoint  
aligning  
pasting  
center  
fonts  
cut

transitions  
formatting  
WordArt  
copying  
shapes  
bold

animations  
inserting  
bullets  
spacing  
Excel  
Word

equal sign  
pictures  
formula  
editing  
paste  
text