Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score \_\_\_\_\_\_\_\_\_\_\_

Lesson 1

 **Essential Questions:**

1. How do you pin documents/folders in Microsoft Word 2013?
2. How do you convert files?
3. How do you access key tips?
4. How do you access screen tips?
5. How do you recover documents?
6. How do you change file formats?
7. How do you export files?

Lesson 2
 **Essential Questions:**

1. How do you change and organize document views?
2. How do you navigate and search through a document?
3. How do you select, delete and replace text?
4. How do you cut, copy, and paste text?
5. How do you remove blank paragraphs?
6. How do you change file formats?
7. How do you change information in the properties?​