**Warm ups for Spring 2016**

*Complete the definitions for each term or complete prompt with 3 or more sentences*

**January 27, 2016**

Access keys-

AutoComplete-

Backstage view-

Block Style-

Command-

dialog box-

dialog box launcher

Groups-

I-beam-

insertion point-

Key Tips-

Menu-

**Jan 28-**

Mini toolbar-

mixed punctuation-

non printing characters-

**Jan 28**

open punctuation-

Preview-

Print-

Quick Access Toolbar-

**Jan 29**

Redo-

Ribbon-

Save-

**Jan 29-**

Save As-

ScreenTip-

Settings-

**Jan30-**

shortcut menu-

Tabs-

Template-

**Define the terms below. Refer to your pdf file(terms will be in bold). GCFlearnfree, or your self-assessment (quizlet).**

**Feb 2-**

Undo-

white space-

Word Wrap-

**Explain what the following phrases mean to you.**

 **Feb 3-** How would you use Microsoft word in your personal life? Explain.

**Feb 4-** Create your own Valentine’s Day poem. Be ready to share with the class.

**Feb 5**- “Talk doesn’t cook rice”. - Chinese Proverb

**Feb 6**- “Age doesn’t matter unless you’re cheese”. - John Paid Getty

**Feb 9-** What I know is, is that if you do work that you love, and the work fulfills you, the rest will come”. – Oprah Winfrey

**Feb 10- “**A lot of people quit looking for work as soon as they find a job” - Zig Ziglar

**Feb 11-** When fate hands us lemon, let’s try to make lemonade”. – Dale Carnegie

**Feb 12-** Losers live in the past. Winners learn from the past and enjoy working in the present toward the future”. - Denis Waitley

**Feb 13**-“Believe in your dreams and they may come true; believe in yourself and they will come true.” - Author Unknown

**Feb 17-**

Clipboard-

Copy-

Cut-

**Feb 18-**

document properties-

Go To-

gridlines

**Feb 19-**

multi-selection-

Navigation Pane-

Object Zoom-

**Feb 20-**

paste-

Read Mode-

Replace-

**Feb 23-**

rulers-

scroll bars-

scroll box-

scroll buttons-

**Feb 24- Do you feel it is important to give or receive?**

**Feb 25- Why is honesty considered the best policy?**

**Feb 26- Would you rather win than loose? Explain.**

**Feb 27- Why is it important to get a good education? Explain in detail.**

**March 2- Name some things that you are grateful for? Be specific.**

**March 3-“In book of life, the answers aren’t in the back”. - Charles Schulz**

**March 4- Is “an eye for an eye” a good basis for determining an appropriate punishment? Why or why not? Use specific reasons and examples to explain your position.**

**March 5- Do you think single-sex schools are a good idea? Why or why not? Use specific reasons and examples to support your position.**

**March 6- Many junior high and high schools around the country now require students to spend a certain number of hours each term doing volunteer work or community service. Some people believe this is an excellent idea that promotes good citizenship and cultivates compassion. Others feel that forced volunteerism is not volunteerism at all. How do you feel about this issue? Use specific reasons and examples to support your position.**

**March 9-Most states allow people to get a driver’s license at the age of 16. Some people feel that 16 is much too young for the responsibility that comes with driving a car and that teenagers should not be allowed to drive until the age of 18. In your opinion, at what age should people be allowed to drive, and why?**

**March 10- character-**

**Monospaced-**

**point size-**

**sans serif-**

**March 11- serif-**

**Alignment-**

**first-line indent-**

**hanging indent-**

**March 12- horizontal alignment-**

**Leaders-**

**line spacing-**

**negative indent-**

**March 13- columns-**

**Hyphenation-**

**Margins-**

**Orphan-**

**March 16- Widow-**

**Ascending-**

**Descending-**

**Object Zoom-**

**March 17- table-**

**AutoText-**

**building blocks-**

**drop cap-**

**March 18- watermarks-**

**Compress-**

 **Caption-**

**floating object-**

**March 19- screenshot-**

**All Markup-**

**Balloons-**

**Person Card-**

**March 20- bibliography-**

**Bookmark-**

**Hyperlink-**

**Plagiarism-**

**March 23- chevrons-**

**data source-**

**Macro-**

**field names-**

**March 24- Digital signature-**

**encryption-**

**SkyDrive-**

**Metadata-**

**March 25- Woodrow Wilson once said, “Friendship is the only cement that will hold the world together.” Do you agree? Use specific reasons and examples to explain your answer.**

**March 26- Charles Simmons said, “Live only for today, and you ruin tomorrow.” Do you agree? Why or why not? Explain your answer.**

**March 30- Write an essay convincing your best friend to try your favorite brand of junk food.**

**March 31- Continue your essay**

**- Finalize your essay and be ready to share with the class.**

**April 1-We all have favorite activities that we enjoy. Discuss yours.**

**April 2- In order to save money, your principal is thinking about canceling all field trips for the remainder of the year. Write an essay persuading him or her to allow students to continue attending field trips. Use specific reasons and examples to support your response.**

\**\*\*Spring Break April 3-10\*\*\**

**April 13-- Many animal rights activists argue that sport fishing is cruel and should be abolished. How do you feel about this issue?**

**April 14-Many schools employ security guards and have installed security equipment such as video cameras and metal detectors in the building. In your opinion, how should security in public schools be handled? Use specific reasons and examples to support your answer.**

**April 15-- Continue your response from the above prompt. Add to it and be ready to share.**

**April 16- Some people go right on to college after high school; others take a year or more off to work or travel. Which do you think is the better choice?**

|  |  |
| --- | --- |
|  **April 20- Teachers at your school have argued that the homework is necessary. What is your position? Write a paper to convince your teacher of your position.**  |  |
| **April 21- Please continue the above essay.** |  |

**April 22- What are some of the positive and negative impacts to the development and use of technologies? Explain.**

**- How should schools approach bullying? Elaborate and explain if you have ever been bullied?**

***Begin PowerPoint***

**April 23- Slide Show view –**

**Slide Sorter view-**

**ScreenTip-**

**Reading view-**

**April 24- contiguous –**

**indent level-**

**thumbnail-**

**template-**

**April 27- Live Preview-**

**line spacing-**

**Quick Style-**

**WordArt-**

**April 28- action button-**

**layout master-**

**slide master-**

**section-**

**April 29- cell-**

**Embedded-**

**Worksheet-**

**Workbook-**

**April 30- chart-**

**chart area-**

**data marker-**

**legend-**

**May 1- demote-**

**organization chart-**

**promote-**

**subordinates-**

**May 4 -gridlines-**

**Reset-**

**Rulers-**

**Saturation-**

**May 5-emphasis effect-**

**entrance effect-**

**motion path-**

**transition-**

**May 6- encrypting-**

**PDF-**

**XPS-**

**XPS Viewer-**

**May 7-annotate-**

**aspect ratio-**

**custom show-**

**Handout Master-**

**May 7-How would you use PowerPoint in your personal life? Explain.**

**May 8 - Name some things that you like about PowerPoint. Explain.**

**May 11- Write a Spring Poem. Be ready to share. Add a pic.**

**May 12-What do you think about people who are inconsiderate of others?**

**May 13-What is more important to you, appearance or personality?**

**May 14-I wish I had a million... Then I would...**

**May 15-I wish I never......**

**May 18-wish there were a law that said..... This would be a good law because…**

**May 19-I wish I could be like.... This person is special because…**

**May 20-When have you felt lonely?**

**May 21-Once, when you were very frightened, what happened?**

**May 22-Which quality do you dislike most about yourself--laziness, selfishness,**

**childishness--and why?**

**May 26-Which holiday has the most meaning for you-Independence Day, Thanksgiving,**

**Valentines Day--and why?**

**May 27-Who do you talk to when you have a problem?**

**May 28-Why would it be good to be honest?**

**May 29-Would you like to be famous? Why or why not? What would you like to be famous for?**