

Short Answer



1. Discuss the process and options involved in saving a new Microsoft Word document.
2. Discuss some of the characteristics of fonts and how they can be modified.
3. How do Word's spelling, grammar, and thesaurus features work? When would you want to customize Word's dictionary?
4. What is the *Format Painter* and why might you want to use it? What steps are involved with using the *Format Painter*?
5. Discuss Word's Search feature.