



Name: _____ Hour: _____

Microsoft Word Critical Thinking Activities

Lesson 1, Critical Thinking Activity 1-1

| Description | Pts | Your Score |
|-----------------------------------|-----------|------------|
| 1. Thank you note typed into Word | 12 | |
| 2. Document saved | 4 | |
| 3. Document printed and closed | 4 | |
| TOTAL POSSIBLE POINTS: | 20 | |

Lesson 1, Critical Thinking Activity 1-2

| Description | Pts | Your Score |
|--|-----------|------------|
| 1. Appropriate file names created for 10 files (2 points each) | 20 | |
| TOTAL POSSIBLE POINTS: | 20 | |

Lesson 1, Critical Thinking Activity 1-3

| Description | Pts | Your Score |
|--|-----------|------------|
| 1. Word document created | 2 | |
| 2. Question "How do you switch to Overtyping mode?" answered | 6 | |
| 3. Question regarding Advanced section of Word Options dialog box answered | 6 | |
| 4. Question "In what views can you use Overtyping mode?" answered | 6 | |
| TOTAL POSSIBLE POINTS: | 20 | |

Lesson 2, Critical Thinking Activity 2-1

| Description | Pts | Your Score |
|--|-----------|------------|
| 1. New Word document created listing qualities employers look for in a job applicant | 10 | |
| 2. New Word document created with personal inventory of student's strengths and weaknesses | 10 | |
| TOTAL POSSIBLE POINTS: | 20 | |

Lesson 2, Critical Thinking Activity 2-2

| Description | Pts | Your Score |
|---|-----|------------|
| 1. The question "Can I use the Office Clipboard without displaying the Clipboard task pane?" answered | 5 | |
| 2. The question "Is there another way to display the Office | 5 | |