



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         |            |
| <b>TOTAL POSSIBLE POINTS:</b>     | <b>20</b> |            |

### Lesson 1, Critical Thinking Activity 1-2

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

### 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         |            |
| <b>TOTAL POSSIBLE POINTS:</b>  | <b>20</b> |            |

### 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        |            |
| <b>TOTAL POSSIBLE POINTS:</b>  | <b>20</b> |            |

### 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?" Is answered | 5   |            |
| 2. The question "Is there another way to display the Office  | 5   |            |