

# Checklist



- I can open and save a new Word document
  - I can copy and paste text into a Word document
  - I can format text by changing the font size and type
  - I can use Word Art to create original titles
  - I can insert a picture to my document
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- I can turn my document page horizontally on the computer
  - I can format the text by changing the font colour and style
  - I can move up and down the page to delete text
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- I can reproduce a format I like by using the paint brush
  - I am learning to type with both hands
  - I can insert page numbers
  - I can spell check my document