

Student Name: _____

Period: _____

Date: _____

INDEPENDENT PRACTICE: SOFTWARE SUPPORT TOOLS

Directions: In this activity, you will **work independently** to complete the following tasks:

- Track changes
 - Use search and replace
 - Apply styles
 - Use format painter
 - Use the thesaurus
 - Add comments
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1. Retrieve the letter created in **Independent Practice: Business Letter**
2. Complete the following tasks:
 - Turn on Track Changes
 - Use the search and replace feature to replace “test items” with “item banks”
 - Apply heading style 3 to the text “Computer Applications I
 - Using the format painter, format “curriculum guide” and “blueprint” as bold
 - Use the thesaurus to replace the word “notify” with a similar word
 - Select the word “enclosure” and add the comment “order forms are available through Martini Press”
 - Accept all changes
3. Save and submit according to teacher instructions