



The Comma Method

Advanced Microsoft® Word: Practice 1

RUBRIC

0	3	5	8	10
Less than 25% of items completed correctly.	More than 25% of items completed correctly	More than 50% of items completed correctly	More than 75% of items completed correctly	All items completed correctly

Each step to complete is considered a single item, even if it is part of a larger string of steps.

Objectives:

The Learner will be able to:

1. Create a simple Form in Word at least 75% of the time
2. Insert Form commands into a Table at least 75% of the time
3. Insert a Text Field into a Form at least 75% of the time
4. Insert a Checkbox into a Form
5. Insert a Date Field into a Form
6. Protect a Document at least 75% of the time
7. Test your form design and controls

Basic Form Design

This practice exercise requires the Developer's toolbar. Here are the steps to turn it on:

Go to Office-> Word Options->Popular

Check Show Developer Tab in the Ribbon

Use a Table to Layout the Form

Start a new Word Document

Insert a Table with 3 rows and 3 columns

Label the Columns with the following titles:

Name, Received Book, Response

Name	Received Book	Response
		<input type="checkbox"/> Replied to email

Add the following Form Controls:

Under the Name column, insert a Text Field

Under the Received Book column, insert a Date Field

Under the Response column insert a Checkbox and edit the label

Protect the Document for forms

Test the Form

Fill in the Form with a name, check the box, and a date

Save your practice document and name it: Advanced Word Practice 1

Word Advanced Sample Tests

**Susie Van Huss, Connie Forde, Donna
Woo**

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Advanced Applications with Microsoft Word Susie H. VanHuss, Connie M. Forde, Donna L. Woo, Linda Hefferin, Susie VanHuss, 2005-08-03 This text takes document processing out of the classroom and into the workplace A simulated company UBI serves as the overall structure for this one of kind text Realistic workplace challenges integrate business vocabulary critical thinking strategies and Web research skills into the instruction of document processing making it an ideal resource for a third semester document processing course Related learning and success tips for working effectively are included to improve workplace efficiency and professional development The project based applications provide comprehensive coverage of Microsoft Word competencies but assume the user already knows the basic functions of the Office Suite Microsoft Word skills are heightened by integrating the full range of word processing features into key workplace skills **High School Diploma Tests** Arco Publishing Company, 1956 **Stanford Achievement Tests: Intermediate II, Advanced**, 1964 *Junior high level, advanced* California Test Bureau, 1963 Metropolitan Achievement Tests: Advanced battery, High school battery, Language arts, Mathematics, Science, Social science, 1958 **Exploring Theological English: Teacher's**

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Sierra Educational News ,1928

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web you might need periodic table the first two ionization energies for beryllium are shown below be g be g e be g be 2 g e i 1 900 kj mol i 2 1757 kj mol which of the following identifies the most probable value for the third ionization energy for be and provides the best justification

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web the purpose of this lab is to introduce students to periodic trends it gives students an opportunity to explore the values of different properties for all elements in the periodic table to determine which properties of the elements follow a periodic trend

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web 1 name date per periodic trends lab periodic law states that when the elements are arranged in order of increasing atomic number there is a periodic repetition of their chemical and physical properties elements within the same group have the most similar chemical and physical properties although not identical

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web periodic trends answer key vocabulary atomic radius electron affinity electron cloud energy level group ion ionization energy metal nonmetal nucleus period periodic trends picometer valence electron

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web 1 rank the following elements by increasing atomic radius carbon aluminum oxygen potassium oxygen carbon aluminum potassium 2 rank the following elements by increasing electronegativity sulfur oxygen neon aluminum neon aluminum sulfur oxygen 3 why does fluorine have a higher ionization energy than iodine

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web simulation periodic trends answer key background in this investigation you will examine several periodic trends including atomic radius ionization energy and ionic radius you will

1 a b 5 p er i o d i c tr end s g r a p h i n g l a b - Apr 03 2023

web 1 how does atomic radius change as you move from left to right across a period explain your answer in terms of the number of protons in the nucleus 2 how does atomic radius change as you move from top to bottom in a group explain your answer in terms of the number of electron shells 3 on the representation of the periodic table below

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web periodic trends worksheet directions use your notes to answer the following questions rank the following elements by increasing atomic radius carbon aluminum oxygen potassium oxygen carbon aluminum potassium rank the following

elements by increasing electronegativity sulfur oxygen neon aluminum

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web caragabriel preview chemistry test oct 7 11 43 terms misterlominyo preview terms in this set 25 each element has 3 numbers listed under it which value represents the atomic radius the first number below the diagram what are the units for the atomic radius pm picometers 10 negative twelve meters

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web mar 13 2023 across the periodic table sizes of atoms show the following trends with many irregularities size increases down a group the outermost electrons are in successively more extensive orbitals as n increases

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web similarities and differences among the elements give rise to so called periodic trends both across rows and within columns of the periodic table recognizing periodic trends in the physical and chemical properties of the elements is key to understanding the full value of the periodic table concepts periodic table periodic trends

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web question periodic trends straw lab the purpose of this lab is to create a visual representation of trends on the periodic table you will need answer the following questions and write a formal lab report use the information below to help guide you through writing your lab report 1