

CHAPTER

6

Self-Assessment

Take a moment to review what you have learned in this chapter. Rank your understanding of the topics below.

- 4** means, "I understand all of this."
- 3** means, "I understand some of this."
- 2** means, "I understand very little of this."
- 1** means, "I don't remember this."

To use a printout of this chart, go to digicom.glencoe.com and click on Chapter 6, Self-Assessment.
Or:
Ask your teacher for a personal copy.

Rank Your Understanding

Lesson	Topic	4	3	2	1
6.1	• Uses of the Language bar				
	• Creating and training a user profile				
6.2	• Two methods to erase text				
	• How to navigate within a document				
	• How to switch between Dictation and Voice Command modes				
	• Describe the methods to align, underline, italicize, and bold text				
6.3	• Using speech commands to select, copy, delete, and move text				
	• Commands for moving the insertion point in your document				
6.4	• How to add punctuation				
	• Use the Correction feature				
	• How to add bullets				
	• Describe two speech recognition methods for capitalizing letters				
6.5	• How the Scratch That command works				
6.6	• How to enter numbers as fractions, decimals, dates, time, phone numbers, currency, and numerals				
	• How to dictate mathematical operators				
	• Describe what the phrase force num does when used with numbers				
6.7	• How to enter special symbols and emoticons				

If you ranked all topics 4, congratulations! Consider doing a quick review.
If you ranked yourself 3 or lower in any topic, consider reviewing these topics first.