

CHAPTER

9

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 9, Self-Assessment**.

Or:
Ask your teacher for a personal copy.

Rank Your Understanding

Lesson	Topic	4	3	2	1
9.1	• How to apply bold, italics, or underline				
	• How to change fonts				
	• How to cut, copy, and paste text				
9.2	• Format paragraphs and lines				
	• Use Spell Check effectively				
	• Replace words using the Thesaurus feature				
9.3	• Change margins				
	• Add and edit headers and footers				
	• Add bullets and numbering				
9.4	• Create and edit tables				
	• Format cells and lines				
9.5	• Identify business forms				
	• Create and format business forms with tables				
9.6	• Create a letter with speech recognition				
	• Use block style				
9.7	• Insert, edit, and format text boxes				
9.8	• Insert and format graphics				
	• Change the positioning of a graphic				
9.9	• Synchronize word processing documents with a PDA				
	• Edit a word processing document on a PDA				
9.10	• Search for and use online business templates				

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.