

# Using Added Features in Microsoft Word

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Using the Help feature in Microsoft Word, search the help topics index for **three** features you have not previously used in a document. For instance, if you have never used a Header in a document, search for help on that topic.

Here is a list of suggested features you can search the help topics index for. You do not have to search using these features; they are just a suggested list to get you started.

3D text creation  
 Headers  
 Footers  
 Hyperlinks  
 Text frames  
 Black and white printing  
 Borders  
 Inserting charts  
 Tables  
 Fonts  
 Footnotes  
 Import documents  
 Inserting audio files

Create a document using your word processor outlining the **three** features you have learned about. Include steps on how to complete or use those features in Microsoft Word. If you wish, include screenshots with your steps.

## Rubric

Category / Criteria	Level 1 (50 - 59%)	Level 2 (60 - 69%)	Level 3 (70 - 79%)	Level 4 (80 - 100%)
<b>Thinking</b> <b>Use of processing skills (analysing, interpreting, and assessing survey results)</b>	Uses processing skills with limited effectiveness	Uses processing skills with some effectiveness	Uses processing skills with considerable effectiveness	Uses processing skills with considerable effectiveness
<b>Communication</b> <b>Expression and organization of ideas and information</b>	Expresses and organizes ideas and information with limited effectiveness	Expresses and organizes ideas and information with some effectiveness	Expresses and organizes ideas and information with considerable effectiveness	Expresses and organizes ideas and information with thorough effectiveness

Note: A student whose achievement is below Level 1 (50%) has not met the expectations for this assignment or activity.

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