4th Grade Computer Practice Test

1. Type your name in the space below.
2. Select the text below and format it to have three columns.

Pencils

Erasers

Kleenex

Paper

Notebooks

Glue

Scissors

Pens

Backpack

1. Insert a Word Art in the space below that says “Summer”. Format it to have a 3-D effect. The 3-D effect should be orange.
2. Insert a Word Art in the space below that says “Swimming”. Format it to have a blue colored shadow.
3. Insert a page break at the end of this test and write a letter to your mom on the new page. Your letter should include a greeting and a closing. The body of your letter should be at least one paragraph. It can be longer. The body of the letter should wish your mom a happy mother’s day. You should tell her what it is about here that makes her special to you.
4. After you have finished your letter, print your document.