6th Grade Computer Practice Test

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

Sunscreen

Sunglasses

Flip Flops

Swimsuit

Beach Ball

Towels

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. Use the thesaurus to change the following words.

Normal

Excellent

Help

1. Open the Excel file titled “Typing Practice” that has your scores from typing. Copy all of the data inside the date and WPM and paste it in the space below.
2. Insert a page break at the end of this test and write a letter to me on your 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 explain what you would like to do this summer.
3. When you are finished, print your document.