

NAME: _____

Period: _____

Date: _____

Worksheet – Day 10

Training Capsule 37: Formatting Commands

1. To bold, italicize, or underline text after it has been dictated, you must

2. You can select long passages of text without saying each word by saying:

3. To unselect text that you have selected you say: _____
4. To “undo” formatting you can say _____
5. What are three commands to create a bulleted or numbered list?
 1. _____
 2. _____
 3. _____
6. To pinpoint a spot in a document to insert dates and other changes, use the
_____ or _____ commands.
7. Say _____ followed by _____ to cut a paragraph
8. You can paste something from your clipboard or something you have cut by
saying _____.
9. Page 74 lists different commands for alignment, give two examples
 1. _____
 2. _____
10. Using voice commands, how can you change the font or font size? Again, give
two examples from page 74.
 1. _____
 2. _____