

## Microsoft Word: Exercise 7

**Teachers: Have students open a file on their disk called “Formatting Practice.” They can follow the directions on screen.**

1. Bold this line of text.
2. Underline this line of text.
3. Align this line on the right side of the page.
4. Change this line to italics.
5. Change this line to 24pt.
6. Cut this line and paste it at the end of the list.
7. Change this line to Verdana font.
8. Center this line.
9. Add a bullet to this line.
10. Copy this line three times. (Do not just type it again.)
11. Make this line Bold and 16pt.
12. Center and underline this line.
13. Change this line to Arial font in italics.
14. Make this line Comic Sans font, 18pt, Bold and underlined.