***6th Grade Microsoft Word Formatting #1 \_\_\_\_\_\_/30 points***

Directions:  Follow the directions for each of the questions below and save it to your Keyboarding folder. Submit on Mrs. Jez’s website.

1)     Underline this phrase.

2)     Bold this phrase.

3)     Change this font to 26

4)     Change this font to comic sans.

5)     Make this line of text yellow

6)     Make this line bulleted.

7)     Right justify this line

8)     Highlight this line in green or yellow.

9)     Place a word art of your name below here:

10) Insert a clipart of a flower below.

11.) Insert a shape of a circle below.

 12.)Make a table below with three columns and five rows. Title the top of the rows with three colors. Below those three colors, list things that are those colors.

13.) Center this line.

14.) Which menu tab/ribbon is orientation located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15.) What is the main item to know under the view tab? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORMATTING:

*Directions: The following text is from THE Wizard of Oz. Follow the directions to format it correctly, and correct any errors that you find.*

1. Reformat to Arial font, 14 point
2. Reformat to double spacing, 0 before, 0 after
3. Correct the errors below. (There should be about 10 errors total)

She was srprised, as she walked along, to see how pretty country was about her. There wre neat fences at the sides of the road, painted a dainty bluecolor, and beyond them were fields of grain and vegetables in abundance. Evidently the Munchkins were good farmers and able to raise large crops. Once in a while she would pass a house, and the people came out look at her and bow low as she wentby; for everyone knew she had been the means of destroying the Wcked Witch and setting them free frm bondage. The houses of the Munchkins were odd-looking dwellings, for each was round, with a big dome for a roof. Allwere painted blue, for in this country of the East blue was thefavorite color.