

Office Word Basic Formatting Assignment

1. Use [right align] and type your name, [return], the date, and [return].
2. Use [center align] and type "Office Word Basic Formatting Assignment" using the Times New Roman font and 20 pt font size.
3. Highlight your title and [underline] it.
4. Tap [return] twice.
5. Click [underline] off.
6. Use [left align].
7. Select the Arial font and 12 pt font size.
8. Tap [tab] once and type "You are braver than you believe, stronger than you seem, and smarter than you think."
9. Highlight "braver," "stronger," and "smarter" and [bold] them.
10. Tap [return] twice.
11. Tap the [bullets] for lists.
12. Type "Alfred," [return], "Dora," [return], and "Elmo," [return].
13. Click [bullets] off or [return] twice.
14. Tap on [save] or [rename]. Use the following format for your filename:
 firstname word formatting.docx
15. Go to Outlook.
16. Tap on [new message]. Sent to vtam@vsb.bc.ca. Subject is basic formatting.
17. Tap on [attach]. Find your document either in the cloud or on your computer.
18. Then tap [send].
19. Logout.
20. You're done!