Word - Static Review 1

Date:_____

Word – Static

(Review 1)

This assignment is based upon the skill you learned while formatting the static document over the last few days. First, “Select All” the text and change the font to Arial. Second, move the “Date” to the right side of the page and create a line for the user to write the date. Third, center the title “Word – Static” and subheading “(Assignment)”. Then bold “Word – Static” and increase the font size to 16.

This section needs to be converted into two columns. The following text has no meaning and is only meant to fill space: columns.

This section needs to be formatted so that the background behind the paragraph is a light gray and is bordered on the right and left side by a line. The following text has no meaning and is only meant to fill space: border & shading, border & shading, border & shading, border & shading, border & shading, border & shading, border & shading, border & shading, border & shading, border & shading, border & shading, border & shading, border & shading, border & shading, border & shading, border & shading,

Tables Please create a table that has a title “Table” and this line that you are reading in the upper cell. Bold and center the word “Tables”. Reduce the font size of this line you are reading to “9”. The two cells beneath it that will contain the following text. Please copy and paste the following text into the cells. Big hint, hit return and create a gap before you insert the table.	
• Outline row 1 • Outline row 2 • Outline row 3 • Outline row 4	<u>Outlining</u> This section of text should be copied and pasted into the right cell. Also, center the word “Outline” and underline it. You are doing just fine!!

Finally, it would be nice to have a picture inserted into this document. Access the Student Server/ Business Computing/Word/Static/Assignment and insert the picture “MoneyBag.” But notice how it just ruined your pages format. Go ahead and text wrap the photo “tight” and drag it to the bottom right corner of the page. The text should now float around the text.

You are finished. Take a look at the whole document by viewing as “Whole Page” instead of 100%.

Created by: Student’s Name