**Formatting Frenzy!**

**Follow the instructions in this document to practice your formatting, editing and “following instructions” skills! 😊**

**You can “strike through” any instruction that does not directly format that line.**

Name this document Formatting Frenzy by <YOUR NAME> & save it on your computer.

Change the orientation of this document from landscape to portrait.

Create a header; include your name and today’s date.

Insert a page number at the bottom of the pagge. The page number should only be on the odd pages.

Enter the month you were born here:

\*Right\* justify this line. Use the align text right command, not the space bar.

Center this line. Use the center command, not the space bar.

Copy this line and paste it at the very bottom of your document.

Make this line bold

Convert this line ot italics.

Underline the word appears where it appears in this sentance.

Underline this entire sentence.

Use the numbering command to list 4 foods you like. Place the list under this line:

\*On the numbered list you just created, change the numbers to lower case Roman Numerals.

Use the bullets command to list 3 places you like. Place the list under this line:

On thebullet list you just created, change the shape of the bullet to black square.

\*On the bullet list you just created, use the sort button to put the words in alphabetical order.

\*Use the thesaurus command to change the word hot to a different word.

Use superscript to change 6th, 7th, 8th & 9th so they are correctly formatted.

In the following equation make all the threes superscript: x = y3 + z3 – t3

In the following chemical formula make the number 3 subscript: NH3

Insert the symbol for division.

\*Insert the phrase DO NOT COPY as a watermark. Make sure it is diagonal across the page.

\*Change all the text on this line to uppercase. Use the change case command.

Change hte font face of this line to Cooper Black and change the size to 24 point.

Change the left margin to **.**7”

Use a search engine to find and insert a picture of your choice. Place the picture under this line. Click on the picture and change the text wrapping to in front. Then move the picture to an open location in this document. Resize the picture if you need to. The image must be alongside some text.

Insert a table with 4 columns and 2 rows. Place the table under this line.

\*At the end of this document, insert a new page. Make a screen shot of your desktop and paste it on this new page.

\* Add an art border to the entire document. The picture will be stars and the width will be 10pt.

\*Insert a piece of WordArt. Place the word art under this line. You can decide what the WordArt says. Click on the word art and change the text wrapping to in front. Resize the WordArt and move it into an empty space in this document. The WordArt must be alongside some text.

Use the shapes command to Insert a callout under this line. You decide what text to include in the callout. Resize the callout and move it into an empty space in this document. The callout must be alongside some text.

Insert an outside border around this sentence.

Insert a outside border around the fourth word in this sentence.

Insert a border below this sentence.

Insert a border on both sides of this sentence.

\*Click the picture of Apple CEO Steve Jobs and crop it so it is a head shot.



Click the headshot you created and use the format tab to change its shape or style.

Format these three sentences as 3 columns.

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\*Underneath this sentence insert the SmartArt Graphic named the Basic Pyramid. Figure out how to enter information into the graphic. Try your best think of some text you can enter into the graphic.

Run a spelling & grammar check from the beginning of this document to the end.

At the end of this line type the total number of words in this document.

At the end of this line type the total number of paragraphs in this document.

Replace every “document” with a WORD OF YOUR CHOICE. (type the word in caps)