**Microsoft Word Writing Assignment**

Your assignment is to complete the changes to the document below. Once finished, please print a copy to the photocopier and hand it in to your teacher.

1. Make this text bold.
2. Make this text italic.
3. Underline this text.
4. Align this text to center.
5. Align this text to right.
6. Make this text red.
7. Change the font style of this text to Arial.
8. Change this text to 18 points.
9. A word in this sentence is spelled rong. Use spell check to fix it.
10. Copy this text: “Microsoft Word is a lot of fun!”

Paste the copy here:

1. Cut this text: “Proficiency in Word is just a matter of time!”

Paste it here:

1. Highlight this text.
2. Using Clip Art, insert a picture of an animal.
3. Using Word Art, write the word “Congratulations”. Use any style you wish, make it blue, and give it a font size of 30 points.
4. Make the background color of this document yellow.
5. Insert a table on the line below this. The table should have 5 columns and 20 rows.
6. Print off your finished work!