

MS WORD



ACTIVITY 2

What you will learn and practice:

- Creating a centered list
- Using the horizontal centering command
- Using bold, italic, and underline features
- Changing font and font size

DIRECTIONS:

1. Open a new Word document. Be sure to change your style to **No Spacing**. Change to Comic Sans MS, Size 12, and type your name. Hit ENTER one time.
2. Type Activity 2, Bold and Underline the text. Hit ENTER two times.
3. Save your work as **Last Name, First Name, Activity 2**.

READ THROUGH THE DIRECTIONS BELOW BEFORE CONTINUING!

4. Change the font to Calibri size 12. Check the sample in the Answer Key Book.
5. Type the paragraph below, press Enter twice and then horizontally center the list of words. Press the ENTER key at the end of each line
6. Save as **Last Name, First Name, Activity 2** and print your document and pass in to your teacher.

The Smithville Community Club will be holding its annual Rummage Sale on Saturday, April 21, from 10 a.m. to 4 p.m. The sale will be on Route 206.

Items for sale include:

Furniture

Toys

Household Appliance

Children's Clothing

Sporting Equipment

Garden Tools