

Formatting Basics



Exercise 18

- Apply Font Effects
- Font Color
- Highlight Text
- Format Painter

Exercise 19

- Use Symbols

Exercise 20

- Indent Text

Exercise 21

- Bulleted Lists
- Numbered Lists
- Sort

Exercise 22

- About Styles
- Apply Styles
- Create a Style
- Edit a Style
- Reapply Direct Formatting
- Clear Formatting

Exercise 23

- About Document Production
- Set Margins
- Set Page Orientation
- Format a One-Page Report

Exercise 24

- Use Themes
- Use AutoFormat as You Type

END OF LESSON PROJECTS

Exercise 25

- Critical Thinking

Exercise 26

- Curriculum Integration