

Practice Formatting Microsoft Word Assignment

Working in partners or small groups, recreate this page exactly. It will test some basic skills, and it will test some more complex skills, all of which are important for high school.

You should be able to increase your font size from size eleven (this size) up to size 32 (**this size**).

You can make certain things **bold**, *italicized*, underlined, or even highlighted.

You should be able to create:

- Bullet points
 - ✓ With different symbols and indentations
 1. Or even numbers
 - a) Or even letters.

You should be able to create a paragraph that is single-spaced or double spaced. Double space this paragraph, but do not have any extra space between here and the next paragraph.

You can also change the font from Calibri (this font) to Times New Roman (this font, which is size 12).

You should be able to insert a table with lots of information, just like this one:

Make sure	You can	Adjust the	Size of	Each column as you please.

You should have 1" margins all the way around normally, but you can change them to 0.5" margins, like this page.

You can also put a portion of your work into double or even triple columns. Rarely will you use triple columns, but you might use double columns some times. You should

be able to put a portion of your work into double columns, or your entire document. You can choose. This paragraph is in size 16 font, with Arial font. It is in two columns.

There are two basic types of fonts: serif fonts, such as Times New Roman, and sans-serif fonts, such as Arial or Calibri. Serifs are the little flags/tags on the edges of letters that make them look old and fancy. Sans-serif fonts don't have those flags/tags.

Lastly, you can create a ^{superscript, which is like an exponent}, or a _{subscript that hangs out down here}. By the way, this ENTIRE paragraph was tabbed in twice. Can you figure out how to do that?

What about a really cool footer down here?