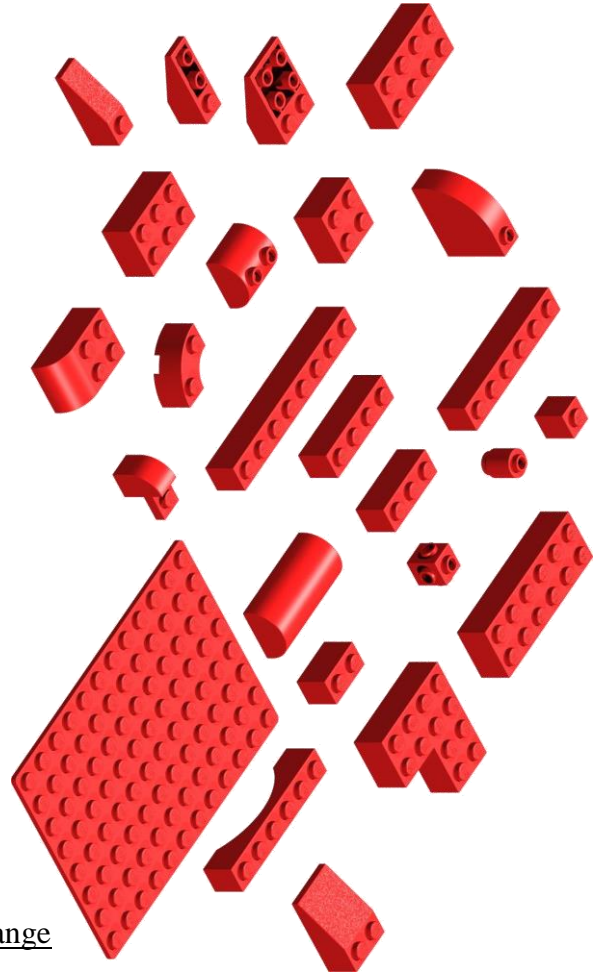


Name: _____

Period: ____ Date: _____



- _____ 1. Open the document named: *Lego*
- _____ 2. Save work and name it using the proper formatting
- _____ 3. Type YOUR name at the top of the list
- _____ 4. **Bold** the title
- _____ 5. Select #10 - Center words
- _____ 6. Select #9 - Underline
- _____ 7. Select #8 - Use *Italics*
- _____ 8. Select #7 - Change font to Rockwell
- _____ 9. Select #6 - Font size 6
- _____ 10. Select #5 - Change color of font to orange
- _____ 11. Select #4 - Bullets
- _____ 12. Select #3 - **Copy** / Paste below #3 (should have 2 #3s)
- _____ 13. Select #2 - **Cut** / Paste (cut #2 and paste between #4 & 3)
- _____ 14. Select #1 - use yellow hi-liter
- _____ 15. Save your work again