

Word 2010

Activity #1

Directions: You should have already gone through the first three lessons on the GCF Learn Free site. Now read through Lesson #4 about “Saving” before you go on.

Your next step is to type out the article give to you by the instructor. You will then make the changes listed below. Make sure to type it out first and **THEN** make the changes.

Changes to the Clean Coal article:

1. Change the Title to a 24 pt Arial font
2. Center the title
3. Use the Change Case button to make all letters in title uppercase
4. Change the rest of the document to a 12 pt Courier New font
5. Change the title font to a bright green color
6. Highlight the word- “oxidation” on the page
7. Add a header- Date, Name, and Hour
8. Save the document as- “Format Text” (make sure to save to your drive)
9. Print (Make sure to choose MS Lab 1 4200 printer)
10. Hand in