

## Using Lists / Line Spacing

**Directions:** You will start with a blank document in Word and type out the handout about the *Top Ten Smartest Dog Breeds*. Copies should be in the 6<sup>th</sup> Grade Handouts box. You will then need to make the following changes:

1. Type the document FIRST- don't worry about font size, style, etc. until you type it out.
2. Change the title to a 16 pt bold font with a style of your choice. Center the title.
3. Change the rest of the document (including the list of dogs) to a 12 pt Century font.
4. Indent the paragraph.
5. Change the line spacing to 2.0 for just the paragraph.
6. Change the line spacing for the list of dogs to 1.15.
7. Use a bulleted list for the dogs. Use the star (in symbols- just like in they did in Lesson 10 on the GCF site) as the bullet.
8. Make sure to add name, date, and hour at the top.
9. Save as **Dogs** and make sure to save to your Word folder.