


Your Name
Con# 6 – 0# - ##


Your Name

| Hobbies | Favorite Foods |
|---|---|
|  <ol style="list-style-type: none">1. Fishing2. Basketball3. Video Games4. Bicycling5. Photography | <ol style="list-style-type: none">1. Pizza2. Hamburgers3. Chocolate Cake4. Oatmeal5. Brussels Sprouts |

Microsoft Word

Here are some of the things that I have learned in Microsoft Word. First I know how to bold, underline, and change the font. I also know how to center and indent. I know graphics and watermark **“...I know how to bold, underline, and change the font...”** how to add “tight” or text wrap graphics.

I know how to use the thesaurus well and to spellcheck my document. I can number a list and even sort and **change** the line spacing. I can add bullits to items as well. I also know how to **create** a drop cap and do a pulled quote. I also know how to create a full justified paragraf and change the line spasing to double.



Do not type below this area:

Name in the header, WordArt, Table, No.List, Font, Size change, Drop Cap, Pulled Quote, Thesaurus, Spellcheck, Watermark, Tight Graphic, Double Spacing, Draw a line.