

# Format Documents

## Homework 3.1 – Format a Document

Date:

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1. Launch MS Word
  2. Create a New Document
  3. Type the text below using the formats noted in the text. Compare your results with the document on the next page.
  4. When done, use *Save As* to save the file to your hard drive. Save it with file name Homework 3.1.
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Dear Instructor:

Below are some examples of different formatting styles. I realize that I can use the formatting icons on the ribbon, or the Font dialog.

### **I LEARNED HOW TO....**

bold text in Ariel font 20

underline text in a font of your choice --size 18

italicize

change colors to red, blue, and a darker shade of green on the color wheel.

underline with a dashed RED line

change the spacing of text, such as condensed, and expanded.

(Your Name)

*(See the next page for the results.....)*

Dear Instructor:

Below are some examples of different formatting styles. I realize that I can use the formatting icons, or the Format menu or even use the right mouse button to get a list of format options.

**I LEARNED HOW TO:**

**How to bold text in Ariel font 20**

How to underline text in -- font 18

*How to italicize*

How to change colors to **red**, **blue**, and a **darker shade of green** on the color wheel.

How to underline with a dashed RED line

How to change the spacing of text, such as condensed, and expanded.

(Your Name)