***Follow the directions on this document exactly – Raise your hand when finished for a grade – if you do not know how to do any of the requested tasks, review the lessons.***

1. Change the font on this line to Raavi or Showcard Gothic
2. Change the font size on this line to 15.5
3. Change the font color of this line to Red, Accent 2, Lighter 40%
4. BOLD the words BOLD in this line
5. UNDERLINE the words UNDERLINE in this line
6. Strikethrough this line
7. Double Strikethrough this line
8. Highlight this line in yellow
9. Highlight this line in Bright Green
10. Use the format painter to make this line look EXACTLY like the directions
11. without retyping this line, change the case to upper
12. Right align this line
13. Change the page orientation to landscape
14. Change the margins to top 1”, bottom 0.5”, left 3”, right 0.5”
15. Save this document at “last, First name – Class period – Formatting” in your H: drive
16. Save this document as a PDF on your desktop
17. Raise your hand for a grade and show Weaver the PDF version of this document (points only for 100% complete document)