WORD FORMATTING REVIEW ASSIGNMENT

Change the margins of this page to the Narrow setting (.5 left, right, top, and bottom)

Center Align size 20 Comic Sans MS

RIGHT ALIGN EMBOSS AND SMALL CAPS EFFECTS

Set a Right Tab at 6”

Set a left indent at 3”

Create a bulleted list for the next four lines; make the bullet an airplane (found in Wingdings):

Southwest

Direct Air

Continental

US Airways

Change the font color to Standard blue and leave 24 pts of space after this line of text

Place a 1 ½” shadow border around this text

Insert a clip art of a computer below, change the text wrapping to square and resize to 1” by 1” Then drag the resized clip art to the center of the page

Add the heading 5 style to this text

Sort the following list in ascending order:

Wegmans

Aldi

Save-A-Lot

Tops

Budways

Vertically align the text on this page

Insert the pinstripes header and add your full name

Insert the pinstripes footer with your period number in the left placeholder

Insert a 2 ¼ thick thin page border to this page, change the color to theme color aqua accent 5, 60% lighter then customize so that only the side borders appear.