

Word Processing

Class Five

Lab 16







- Open an existing Word document. If you want, you can use this <u>example</u>.
- 2. Change the font size of some text.
- 3. Change the font style of some text.
- 4. Change the font color of some text.
- 5. Try various cases using the Change Case command.
- 6. Try the four alignment commands.
- 7. Save the document.



