**Word Processing**

**Class Five**

**Lab 16**

## Open an existing Word document. If you want, you can use this [example](https://media.gcflearnfree.org/ctassets/topics/174/Word2010_FormatText_Practice.docx).

## Change the font size of some text.

## Change the font style of some text.

## Change the font color of some text.

## Try various cases using the Change Case command.

## Try the four alignment commands.

## Save the document.