Word Exercises I

# Directions

Complete the exercise, save it as a new file, and upload to the portal.

1. Make this sentence bold.
2. Make this sentence italic.
3. Change the color of this sentence to another color in the “theme colors” palette.
4. Copy and paste this sentence to the end of this list.
5. Change the font of this sentence to “Courier New”.
6. Change the size of this sentence to 18 pt.
7. Give this sentence the “emphasis” style
8. Change the theme of this document to “Ion”
9. Delete this sentence.
10. Think of three things that are related (animals, vegetables, cars, etc.) and add them as items to the end of this list.