

Name: *Ema Westerfeld*

Working with Templates

You will be given several templates to work with during the course. Use the template that is provided, do not search the internet for the template. Doing so could result in you using the wrong version. Using the wrong template will result in you earning zero points on the assignment.

You will be expected to update the template without altering the formatting and layout of the template content. Practice with the text below updating the look and feel of the text below.

Removing highlights from text:

To move the highlight from the above text:

- Highlight the text
- Locate the Text Highlight Color icon



- select No Color

Exercise2: Remove the highlight from this text

Save this document as:

LastnameFirstInitial_CGT270Lab0_Exercise2.pdf