

Hale Akbas

Pike Road High School

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Gina Hastings

Microsoft Office

Change the orientation of this document from portrait to landscape.

Enter the month you were born here: December

"Right" justify this line. Use the align text right command, not the space bar.

Center this line. Use the center command, not the space bar.

Covert this line to bold face.

Convert this line to italics.

Underline the word appears where it appears in this sentence.

Underline this entire sentence.

Use the numbering command to list 4 foods you like. Place the list under this line:

1. Mac and Cheese
2. Pizza
3. Beef
4. Salmon

Use the bullets command to list 3 places you like. Place the list under this line:

- New York
- California
- Alabama

On the bullet list you just created, change the shape of the bullet to black square.

Change the font of this line to Cooper Black and change the size to 24 point.