

Practice Exercise 1

1. Create a new Word document as indicated below. Note: <fill in> is a convention; it means replace the pointed bracket text with appropriate content.
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<Your Name>

Computer Foundations I

<Day of week> class

<Today's date>

<A short paragraph about what you hope to learn in this course and in this program and what are your career goals. Add anything else you wish.>

2. First line: Arial 16, bold
3. Second line: Arial 14, bold, underlined
4. Second and third lines: Arial 12, italics
5. Date line: right aligned
6. Two blank lines between date line and main paragraph
7. Main paragraph: Times New Roman 12

Save in WP folder as Exercise 1