

PAG 42

1-

1. Undo
2. Bold
3. Italics
4. Align
5. Justify
6. Indent
7. Highlight

2-

1. **B**old
2. **U**ndo
3. **A**lign
4. **H**ighlight
5. **I**ndent
6. **I**talics
7. **J**ustify

The secret word is: BULLETS

3-

- a. Template
- b. Header
- c. Footer
- d. Spellcheck
- e. Macro

PAG 43

4-

- a. Choose
- b. Place
- c. Hold
- d. Press
- e. Click
- f. Drag
- g. Right Click
- h. Highlight