**EXERCISES 1, 2, 3, 4 – KEVIN ROSALES**

**PAG 42**

1. Undo

2. Bold

3. Italics

4. Align

5. Justify

6. Indent

7. Highlight

1. **B**old

2. **U**ndo

3. A**l**ign

4. High**l**ight

5. Ind**e**nt

6. I**t**alics

7. Ju**s**tify

The secret word is: BULLETS

a. Template

b. Header

c. Footer

d. Spellcheck

e. Macro

**PAG 43**

a. Choose H

b. Place F

**c. Hold**

d**. Press**

e**. Click**

f. Drag D

**g. Right Click**

h. Highlight A