

This is an example of an unformatted title. Center It.

How many paragraphs are in this document (file)? (type the number here): ##

This is an example of unformatted text. Use it to create a standard double-spaced paragraph with a half-inch margin. This is an example of unformatted text. Use it to create a standard double-spaced paragraph with a half-inch margin.

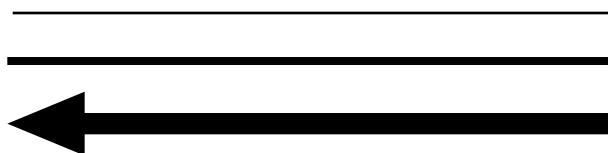
This is an example of unformatted text. Use it to create a one and a half-spaced hanging paragraph with a half-inch indent. This is an example of unformatted text. Use it to create a one and a half-spaced hanging paragraph with a half-inch indent.

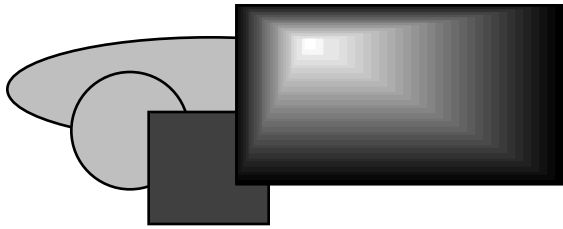
This is an example of unformatted text. Make these last two sentences bold. *Make this sentence italic.* Underline this sentence. Make this sentence outline. Make this sentence shadow. Make this sentence condensed. Make this sentence extended. Superscript this sentence. Subscript this sentence. Copy the ruler from the standard, double-spaced paragraph above and paste it to this paragraph.

This is an example of unformatted text. Right justify this paragraph. This is an example of unformatted text. Right justify this paragraph. This is an example of unformatted text. Right justify this paragraph.

This is an example of unformatted text. Fully justify this paragraph. This is an example of unformatted text. Fully justify this paragraph. This is an example of unformatted text. Fully justify this paragraph. This is an example of unformatted text.

Draw one straight line below these sentences and duplicate it twice (3 lines total). Make the first line 1 pt. width. Make the second line 3 pt. width. Make the third line 8 pt. width and put an arrow pointing to the left on it. Align the objects by their right edges and distribute the space between them from top to bottom.





Draw a circle, an oval, a square, and a rectangle below. Fill each shape with a different pattern and color. Make the rectangle be in front followed by the square, the circle, and then the oval. Group all four shapes and then move them and wrap this paragraph around them.

Create a spreadsheet frame that has three columns and ten rows. Place it to below and to the right of this paragraph.

	A	B	C
1			
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Create a footer for this document. Use Helvetica 9 pt. font for the entire footer. Title it, "CW Format Review" and left justify it one-half inch. Create a center tab and insert your name there. Create a right tab and type "page" and then insert the page number.

Use the spell checker to check your work and mine (I haven't used it on purpose). Use the Thesaurus to change the word "check" in this sentence (your choice of the appropriate word).

Use the insert feature to insert any graphic below. When you have done this, open up the document titled "Columns Practice" and follow the directions. Save this document to your floppy disk and then print your work.

