**Formatting Practice**

Change this line to your favorite **color**.

**Center** this line.

**Italicize** this line.

Change this line to font size 24.

**Highlight** this line yellow.

Make this entire line **bold**.

Change this line to **all capital letters**.

**Underline** this line.

Outline this line in red with an outline that is **½ point thin**.

Change this line to *Courier New* font

Make a **copy** of this line and **paste** it right below this line.

Below this line, add a **shape** of your choice. Fit the shape into the free space before the next instruction. Make the shape RED.

Below this line, **put the cursor below this line**, and then add your name using Word Art.

**Insert** a picture of a snowman below. Use **Insert**>Online Pictures>Search Bing. Be sure to put the word “clipart” in your search to get the right kind of image. Resize the image to make it about 3 inches around. **Be sure your cursor is below this line** before you start!!

Save your document on the student drive. Name it: Class/FirstName/Snowman