

List of Tasks Students Must Complete (Do as many as you can.)

1. Change the View Options so that you can see the Page Thumbnails.
2. Change the page layout to Landscape.
3. Type your first name and change the font color and font size.
4. Create a list (make up your own). Only a title and three list items are needed. Choose between bullets or numbers.
5. Use the line spacing tool to double space your list.
6. Choose a word to Bold, Italicize, and Underline.
7. Choose a word and change the Text Background color.
8. Choose your name and Center it.
9. Choose a word and change the Font Face.
10. Create a hyperlink to typingclub.com.
11. Include a Text Box and add your name inside.
 - a. Format with Fill Color.
 - b. Format with Line border color, style, and increased width.
 - c. Add a text box effect like a Shadow.
12. Insert a Shape other than a square.
 - a. Format with Fill Color.
 - b. Format with Line border color, style, and increased width.
 - c. Add a text box effect like a Shadow.
13. Draw a shape.
14. Insert a table. Modify it so that you have four rows and two columns. You can make it so that one column represents your favorite desserts and the other column represents your rating.
15. Insert a chart/graph. Edit the data to represent the rating for your favorite desserts. You will need three rows and one column. Add a chart title that represents the graph.
16. Add a second column and type another list on the second column.
17. Insert an image on your file.
18. Insert an Image Gallery with multiple photos.