

Apply Formatting Techniques

Directions: *Key the paragraph. Then, using your notes, apply the appropriate formatting.*

The purpose of Future Business Leaders of America (FBLA) is to provide as an integral part of the instructional program additional opportunities for students (grades 6-12) in business education and to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

1. Include a header with student name and date.
2. Include a footer with teacher name and class name.
3. Indent the first line.
4. Double space the paragraph.
5. Bold "Future Business Leaders of America."
6. Italicize the word "FBLA."
7. Underline the words: **business education, vocational, career, civic, and personal.**
8. Delete (FBLA).
9. Cut (grades 6-12) and paste at the end of the paragraph.
10. Change the font to 16 pt. Arial.
11. Proofread and save as **Handout D401-05.**
12. Print in landscape orientation.

Word Processing

Use word processing software with alternative input devices.