

Formatting Techniques

Directions: *Using a Tablet PC, perform the following formatting techniques by keying the information as directed. Include an appropriate header and footer on your page, proofread, save as **Activity D401-08**, print out your answers, staple to the front of this quiz sheet, and turn in when finished.*

1. Format the words – Cedar Ridge High School – using a **bold, sans serif, 16 pt. font with center alignment**.

2. Format the following phrase using a **20 pt. serif font, in italics, and right justification**.

Red Wolf Country

3. Complete and format the following phrase using the **Goudy Stout font face with center justification**.

Class of !

4. Format your full name using an **18 pt., script font face with left justification**.

Word Processing

Use word processing software with alternative input devices.