

Apply Styles to Documents

Directions: *Key the FBLA creed document below. Be sure that the document is in 12 pt. Arial font before beginning the activity. Apply the appropriate styles to the document. Set a header with your name, class, and date. Save the document as **Activity D403-09**. Print and turn in.*

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. Select Future Business Leaders of America and apply a Body Text 3 style (Times New Roman, 8 pt. font).
2. Select (FBLA) and apply an Emphasis style (Times New Roman, 12pt., Italic font).
3. Select (grades 6-12) and apply a new style. Create a style that is Times New Roman, 6 pt., Bold, Dark Blue font.
4. Select vocational and career. Create a style that is Arial, 12 pt., Italic, Red font.
5. Select responsibilities. Apply a Body Text 2 style (12 pt., Times New Roman).

Word Processing

Use word processing software with alternative input devices.