WORD AND WHAT CAN YOU DO?

1. How many templates are there in Microsoft Word?
2. Make a title using WORDART? My Favorite Class
3. Change the font of this line to 24.
4. Change the font of this line to Bold and Italic.
5. Describe the different styles and how they are used why?
6. Interest a table on with the following information;
	1. Corporations and Stock Prices
	2. You must have 5 different companies
7. Change this line to double spacing.
8. Indent an this outline.
	1. i. 1. A.
9. Create a reference using MLA
10. Insert a hyerlink on this web site bing.com
11. Insert a page number on this page.
12. Change the color of this word and line.
13. Right flush this line
14. Left flush this line
15. Center this line.
16. Show the word count for this document
17. Place every create with demonstrate. Using the editing keys.
18. Copy and paste this line.
19. Find a different word for demonstrate using the thesaurus.
20. Do a spell check.
21. Insert a clip art on how you are feeling today.
22. Make a shape of something neat.
23. Add a footer with your name on it.
24. Add the date and time, so that it will change each time you open the document.
25. Change the layout to landscape.