Student Name:

Date:

**Assignment 1**

Make this text bold.

Make this text italic.

Underline this text.

Align this text to center.

Align this text to right.

Make this text red.

Change the font style of this text to Arial.

Change this text to 18 points.

A word in this sentence is spelled rong. Use spell check to fix it.

Insert the date and time here:

Copy this text: “Microsoft Word is a lot of fun!”

Paste the copy here:

Cut this text: “Proficiency in Word is just a matter of time!”

Paste it here:

Change the quote below to 18 points and justify the text. (Justify will make slight alterations to the space between the letters and words, so that all lines are the same length.)

It is not the critic who counts, not the man who points out how the strong man stumbled, or where the doer of deeds could have done better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood, who strives valiantly, who errs and comes short again and again, who knows the great enthusiasms, the great devotions, and spends himself in a worthy cause, who at best knows achievement and who at the worst if he fails at least fails while daring greatly so that his place shall never be with those cold and timid souls who know neither victory nor defeat.

Highlight this text.

Insert a table on the line below this. The table should have 5 columns and 20 rows. The AutoFit behavior should be “Fixed Column Width”.