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**Directions**: Follow the instructions in this document to practice your formatting and editing skills.

Change the orientation of this document from portrait to landscape (**HINT**: look under the tab “Layout” at the top of this page).

Enter the month you were born here:

Select the month you typed above and change the color of the text to your favorite color.

Align this line to the right side of the page without using the space bar.

Center this line. Use the center command, not the space bar.

Convert this line to bold face.

Convert this line to italics.

Underline the word appears where it appears in this sentence.

Underline this entire sentence.

Use the numbering command to list 4 foods you like. Place the list under this line (press enter):

Use the bullets command to list 3 places you like. Place the list under this line:

On the bullet list you just created, change the shape of the bullet to black square.

Change the font of this line to Cooper Black and change the size to 24 point.

Insert a picture of one of your favorite things to do.

Please save this document to your Technology folder in OneDrive.