**Word Practice Activity 6: Header/Bullets**

**NOTE: *When you have two documents open, press the Windows key and then the left/right arrow key to move the document to one side. Click on the other document and it will appear on the other side.***

1. Open a new Word document
2. Set the margins to the Normal setting (all 1” margins)
3. Click on Home 🡪 Styles 🡪 No Spacing
4. Click on Insert 🡪 Headers & Footers 🡪 Header 🡪 3 columns
5. Type your first and last name on the left
6. Type your teacher’s name and your grade in the middle
7. Type the date on the right
8. Close the header and footer
9. Give your document the file name Word Practice 6
10. Type the names of 10 foods that you like, one on each line
11. Change the font size to 18
12. Change each food name to a different color
13. Add a bullet to each food
14. Save document to your OneDrive