**Word Practice Activity 7: Numbering**

**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. Click on Insert 🡪 Headers & Footers 🡪 Header 🡪 3 columns
3. Type your first and last name on the left
4. Type your teacher’s name and your grade in the middle
5. Type the date on the right
6. Close the header and footer
7. Give your document the file name Word Practice 7
8. Center align the first line and type the title “NAMES”
9. Double-space and left align the new line
10. Make a list of 20 names of people you know (it’s okay to do first names only)
11. Select the list of names and click on “numbering”
12. Before de-selecting, click on the drop-down arrow on the numbering button and experiment with various numbering styles
13. Click on one of your numbered lines and click on the “increase indent” button and see what happens
14. Change the font size and style of your list and save to OneDrive