


NAME:		Grade:	5th or 6th
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INSTRUCTIONS:

Open the Harry Potter Text file, click on “File”, then “Make a copy”, change the folder to your 5th (or 6th) grade folder. Now, let’s do some Formatting! READ each instruction CAREFULLY!! After completing each direction, check off the box. 

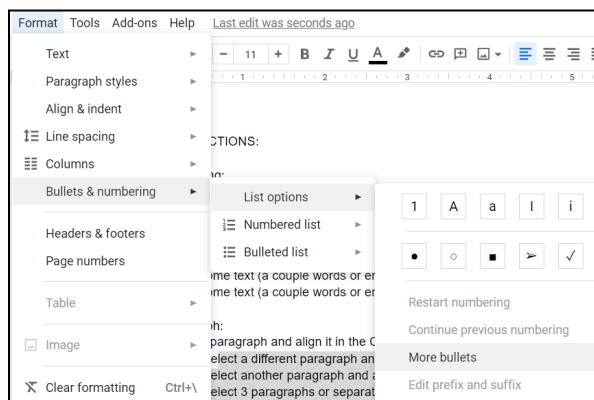
FONT:

- ☐ Select some text (a couple words or entire paragraph) and change the color of the font
- ☐ Select some text (a couple words or entire paragraph) and highlight the text
- ☐ Select some text (a couple words or entire paragraph) and change the SIZE of the font
- ☐ Select some text (a couple words or entire paragraph) and change the STYLE of the font
- ☐ Select some text (a couple words or entire paragraph) and make the font BOLD
- ☐ Select some text (a couple words or entire paragraph) and make the font ITALIC
- ☐ Select some text (a couple words or entire paragraph) and UNDERLINE the words



Paragraph:

- ☐ Select 1 paragraph and align it in the CENTER
- ☐ Select a different paragraph and align it to the RIGHT
- ☐ Select another paragraph and align it to JUSTIFY
- ☐ Select another paragraph and set the space between the lines to DOUBLE
- ☐ Select **3** paragraphs or separate lines of text and number them
 - After you have numbered them, INDENT the 2nd line (like this one!)
- ☐ Select **3** different paragraphs or separate lines of text and bullet them, then, change the bullets to something different.
 - (hint - after bulleting them, make sure they are selected, then click on “Format”, “Bullets & numbering”, “List options”, and “More bullets”)





- ☐ After you have bulleted them, INDENT the **2nd** line


- ☐ Select a line of text or couple words that you have already formatted, click on the paint-roller, THEN, click and drag across some other text or couple words on the page/document that you haven't formatted yet. What happened?



Document:

- ☐ Change the PAGE MARGINS ("File", Page Setup) to .5 instead of 1 inch.
- ☐ Change the PAGE COLOR to a pleasant, light color that is easy on the eyes.
- ☐ Run the spelling/grammar check and fix any issues 
- ☐ Select a bunch of text you already formatted text and click on  What did it do?
- ☐ Click on the "Undo" to return the text to how you formatted it.

Other things to add/format:

- ☐ Insert an image 
- ☐ Type in the words "Google", Select the word Google. Add a hyperlink (google.com)
- ☐ **Insert** a table 4 COLUMNS by 3 ROWS
- ☐ After completing the above tasks, use text that you haven't formatted yet and explore the other tools and options you have. If you don't know what it does, experiment! Focus on "Edit", "Insert" and "Format", but if you have time, Check out the other menus as well.

File Edit View Insert Format Tools Add-ons Help

Below, write down all the things you discovered you can do: