Word Processing Task: 2nd grade

1. Type your name underlined after the colon:
2. Turn this sentence green.
3. Make all the words in this sentence bold.
4. Change the font of this sentence to Ravie.
5. Change the font size of this sentence to 20.
6. Highlight this sentence using blue.
7. Insert clip art of a star.
8. Fill the star with yellow.
9. Delete the word “wildcat” in this sentence.
10. Save this file to the 2nd grade folder on the desktop using your name and MS Word Practice.

Ex: karenjonesMSWordPractice