**LESSON 3 Formatting Practice**

Type 5 friends (have them type them vertically)

Type 5 animals

Type 5 famous people

Type 5 favorite restaurants

Highlight them all----(CTRL A)

Sort them in ABC Order

Bold (CTRL B) all friends

Underline (CTRL U) all animals

Italicize (CTLS I) all famous people

Grow text (CTRL >) all restaurants

Create 4 textboxes to the right side. (show how to copy using control key)

Type FRIENDS, FAMOUS PEOPLE, RESTAURANTS, AND ANIMALS in each textbox.

Format each using different colors.

Highlight all friends (Non-Adjacent- using CTRL and highlight each)

Then cut (I use drag and drop to the top)

Put Friends text box above it.

**Do the same for ANIMALS, PEOPLE, and RESTAURANT**

Put name in a header at the top

Save in Lesson 3 folder as FORMATTINGPRAC1