Open up the practice document on page 1 of the GCF Learn Free link. Save the document as "Formatting Text" in your H drive or your flash drive.

Assignment Directions

1. Change Font Size
   * Scroll to page 2 and select the words “For Rent” and change the font size to 48 pt.
2. Change Font Type
   * Using the same “For Rent” text change the font to Franklin Gothic Demi. If you can’t find it use a font of your choice.
3. Use the Change Case Command
   * Using the same “For Rent” and the change case command make the text all UPPERCASE.
4. Change Color of Text
   * Using the same “For Rent” text change the color of the words to Gold, Accent 4.
5. Remove Highlight
   * Remove the highlight from the phone number (919-555-7237).
6. Center Align Text
   * Select all of the text from “For Rent…. (919-555-7237)” and Center Align the text.
7. Italicize Text
   * Italicize the text in the paragraph below About Villa Pina.
8. Add a Page Border to the whole document
   * Setting: Shadow
   * Color: Black, Text 1, Lighter 15%
   * Width: 1½ PT
9. *Add a Drop Cap*

* *On Page 2 Highlight the letter “P” from the word “Private but centrally located”*
* Insert a “Dropped” drop cap for the letter.

1. *Apply Font Style*

* On page 2, select the text *1502 Villa Pina Way #103*
* Apply the “Strong” font style to the text

1. *Apply Font Style*

* On page 2, select the text *Contact Juanita…(919-555-7237)*
* Apply the “Intense Reference” font style to the text

1. *Add a Symbol* 
   * On Page 2 add a Copyright ©, sign after the word *Pina*
2. *Add a hyperlink*

* On page 2, select the text [*www.villapindacondos.com*](http://www.villapindacondos.com/)
* Create a hyperlink to take you to the website “www.edmodo.com”

# When you are done save your assignment and turn it into Classcraft