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