Open up the practice document on page 1 of the [GCFLearnFree link](https://www.gcflearnfree.org/word2016/text-basics/1/). Save the document as "Text Basics" in your student drive or a flash drive

Assignment Directions

**1.) Insert Text**

* **Scroll to page 2 and place the insertion point at the top of the document and type "Now Introducing..."**

**​2.) Use Arrow Keys**

* **Use your arrow keys to move the insertion point to the Signature Detail Plan's price and change it to $99.99/mo**

**3.) Use Drag and Drop**

* **At the bottom of the document use drag and drop to move "Just leave the details to us” to the end of the last line.**

**4.) Insert a symbol**

* **At the end of the line you just moved, insert the trademark symbol.**

**5.) Change font color**

* **On the 1st page change all the black text to Bright Green Accent 4, Darker 25%**

**6.) Cut and Paste Text**

* **On the 1st page cut the text “Prices may vary depending……charge”**
* **Paste the text for the last line of page 2**

**7.) Use snipping tool to insert a picture**

* **Google a picture of a car of your choice.**
* **Use your snipping tool to get the picture**
* **Then click edit > copy**
* **Paste it in your Word document on the 1st page top left corner**

**8.) Add a Page Border to the whole document**

* **Setting: Box**
* **Color: Blue Accent 1**
* **Width: 1pt**

**9.) Insert bullet list**

* **On page 2 create a “checkmark” bulleted list for the car wash details in each wash.**
* **Fragrance….Windows Inside and Out**
* **Hand Wash…..Windows Inside and Out**

**When you are done save your assignment and turn it into Edmodo or Classcraft**