**Word Processing**

*What do you know and what do you need to learn?*

Make the changes listed below and save this document as “last name – reboot” and turn in!

1. Tables
   1. Insert a table that is 3 columns by 3 rows
   2. Merge the cells across the top row
   3. Enter your name in the first row
   4. Insert online pictures into three cells
   5. Type text in three cells
2. Text Formatting
   1. Type a paragraph about your spring break
   2. Use three very different fonts
   3. Use three different text colors
   4. Use three different text sizes
   5. Use bold, underline and italics at least once each
   6. Change to double spaced
3. Header/Footer
   1. Put your name and class period in the header aligned to the right
   2. Have Word enter the page number in the footer. Any location is fine.
4. Bullets/Numbering
   1. Create a bulleted list of the best things you did this winter
   2. Create a numbered list of why you are excited to be on spring break
   3. Create a list of your choice sharing your favorite short cut keys (Ctrl-C, Ctrl-Z, etc)
5. Page formatting
   1. Add a background color
   2. Change the margins to narrow
6. Columns
   1. Make the document two columns ***from this point forward***