

ALIGNMENT DRILL

Left align
Serif font
Bold
5 FAVORITE SPORTS



*CENTER
ITALIC
SANS SERIF
5 FAVORITE FLAVORS*



RIGHT ALIGN
UNDERLINE
DECORATIVE
5 PEOPLE



SAVE AS: ALIGN
Insert Footer W/ NAME, DATE, FILENAME
Center Vertically: Page Layout, Page setup, Layout, Vertical Alignment, Center
ADD A PAGE BORDER
ADD A GRAPHIC
PRINT 1 COPY