

Student Name

2/1/2010

Align direction

## ALIGNMENT DRILL

Left align  
Serif font  
Bold  
5 favorite SPORTS

Center  
Italic  
Sans Serif Font  
5 Favorite ICE CREAM FLAVORS

Right Align  
Underline  
Decorative  
5 Favorite COLORS

SAVE AS: ALIGN

HEADER: W/ NAME, DATE, FILENAME

SET MARGINS TO 1" ALL AROUND

CHANGE ORIENTATION TO LANDSCAPE (FILE, PAGE SETUP)

CENTER VERTICALLY: FILE, PAGE SETUP, LAYOUT, VERTICAL ALIGNMENT, CENTER

ADD A PAGE BORDER AND A GRAPHIC OF YOUR CHOICE

SAVE AND PRINT 1 COPY