**Formatting / Font / Alignment**

To center this line, first highlight it, then click on the center button on the toolbar.

To make this sentence be right-aligned, first highlight it and then press the Align Right button on the toolbar.

To make this paragraph have a JUSTIFIED alignment, first highlight all of it and press the JUSTIFY button on the toolbar. Justified means that all of the lines (with at least 2 or more lines) will line up at the right and left side except for the last line.

To change the font of this paragraph, first highlight it then click FORMAT/FONT and choose whatever font you would like.

To make this sentence have an Italicized look, highlight it and then press the slanted I on the toolbar.

To make this sentence have a bold look, highlight it and then press the B on the toolbar.

To underline this sentence, highlight it and then press the U on the toolbar.

To make this sentence have a strikeout effect, highlight it and then click on FORMAT / FONT and put a check mark in the box next to strikeout.

To make this sentence have a shadowed effect, highlight it and then click on FORMAT / FONT and put a check mark in the box next to shadow.

To make this sentence have an outline effect, highlight it and then click on FORMAT / FONT and put a check mark in the box next to outline.

To make this sentence have a small caps effect, highlight it and then click on FORMAT / FONT and put a check mark in the box next to small caps.

To make this sentence have another look, highlight it and then click on FORMAT / FONT and choose any other effect we haven’t used.

To change the point size of this paragraph, look for the number 12 on the toolbar and click on the drop-down menu on the right side of the window. Change the font size to anything above 12. Keep in mind that the bigger the number, the bigger the letters will be. 32 point size is equal to ½ inch. 72 points will equal 1”. **Do Not** make the font so big that the assignment will not fit on one page.