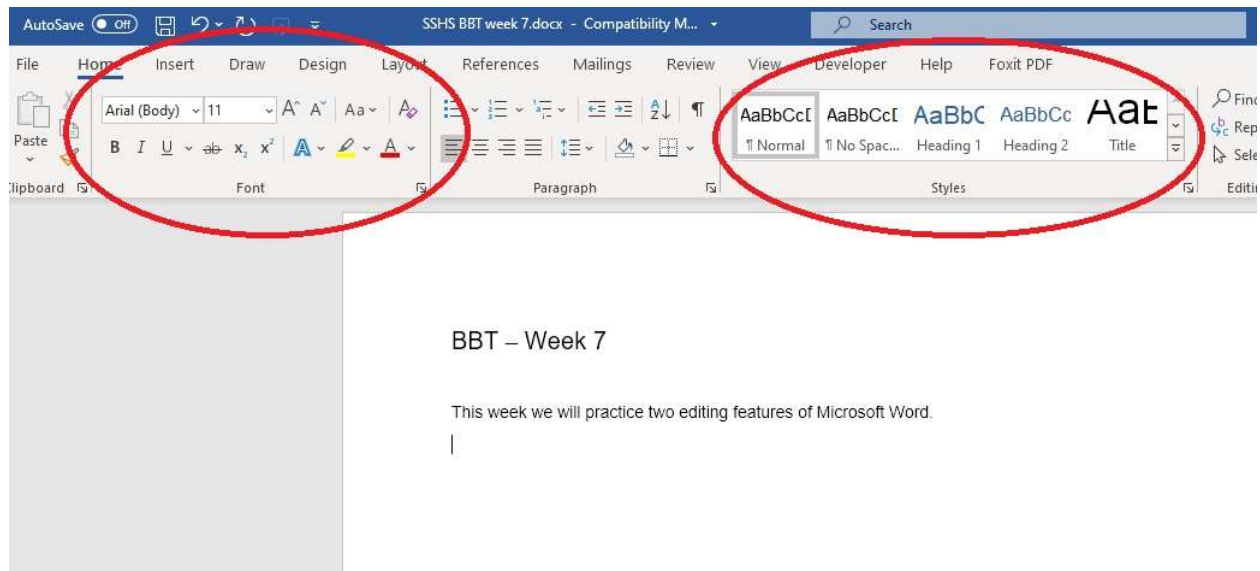


BBT – Week 7

This week we will practice two editing features of Microsoft Word.

The “Home” tool ribbon has a few tools to help you with creating your documents. Use the font tool and the styles tool (circled below on the screenshot) and do this: Write a simple sentence of a few words and copy it 100 times. Keep your sentence to one line of text or less, example; *I like school but not on weekends!*



On each of the copied lines change the ‘Font’ and size of the text and the ‘Style’ of the text. There are more than enough fonts available so do not use the same one twice. Experiment with the styles available.

Which is your favorite?