

Name: _____
Period: ____
Date: _____

Follow the directions below

____ 1. Open Movie Quotes document in MS Word.

____ 2 Save work as: ___A (or B)-Movie-lastname
(Example: 6B-Movie-henn)

____ 3. At the top, **Replace** Student name, Period, Date
with:
YOUR name, YOUR period and the CURRENT date.

____ 4. Bold name/period/date

____ 5. Underline Center Align the title: Inspirational Movie Quotes

____ 6. Select #1 - Change font to Verdana

____ 7. Select #2 – put a tab in before the first word and use Italics

____ 8. Select #3 – Change the font size 21 point

____ 9. Select #4 - Center Align and change
Star Wars to Red

____ 10. Select #5 – Indent both right and left
sides 1”

____ 11. Select #6 - Right Align and change
font to **IMPACT**

____ 12. Select #7 - Put a 2” indent on the first
line of text – Change font size to 6

____ 13. Select #8 – change font to Tahoma

____ 14. Select #9 - Highlight in Pink – Change
font color to white

____ 15. Select #9 (again)-Change line spacing

to 1.5 (find the icon that looks like this )



____ 16. Select #10 - Change font to Comic
Sans and underline and bold.

____ 17. Use Find and Replace command to
change the word “you” to the word “ewe”.

____ 18. Copy the title and paste it at the end of
the document.

____ 19. Use Design tab to change page color
to light green.

____ 20. Set your margins to

Top: .30” Bottom: .30”
Left: 1” Right: 1”

____ 21. Add a clipart of your choice to your
document.

____ 22. Check your work. Be sure you **SAVE**
your work in the correct folder.