1. Type your name underlined after the colon:
2. Turn this sentence blue.
3. Make all of the words in this sentence **bold.**
4. Change the font of this sentence to Algerian.
5. Change the numbers in this list to lowercase letters.
6. Insert clip art of a computer ***behind*** the text in this document.
7. Change the page layout to 2 columns.
8. Add a table below all of this text that has 4 columns and 4 rows.
9. Save this file with the title: MS Word Test into your documents.
10. Close the test and complete the next activity Quietly.