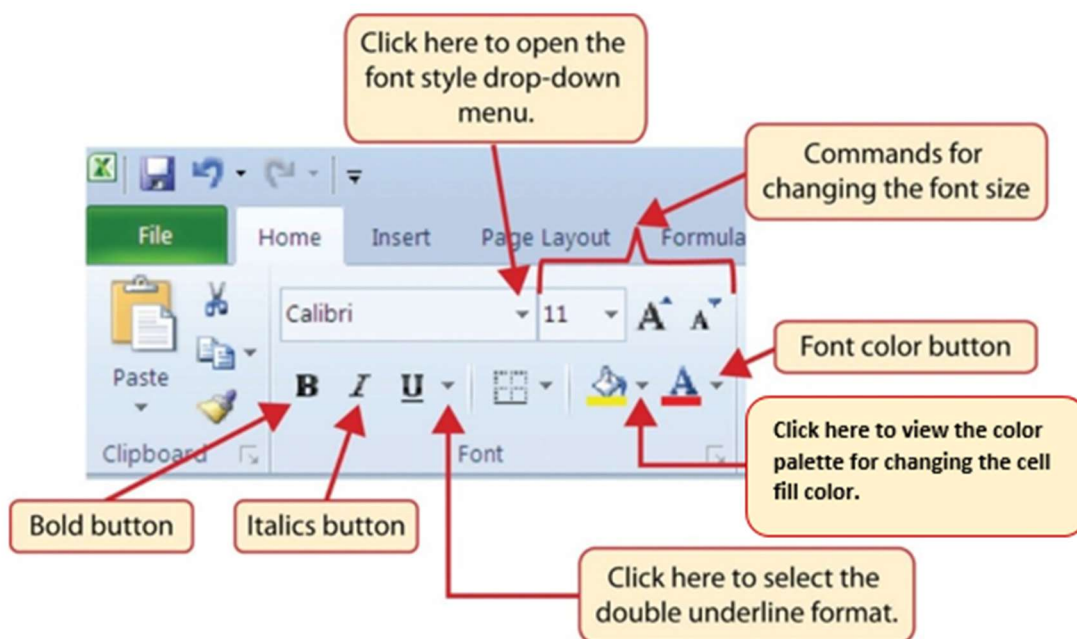
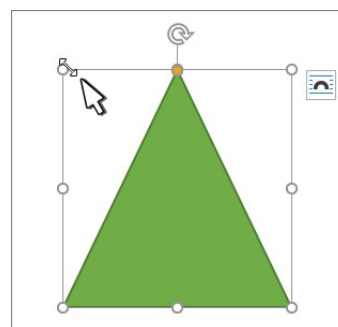


Practice Task 4 – Formatting a Word Document



- Open your file called: Task 3 – Your Name
- Check content from Task 3
- Check the correct text from Task 3 is included
- Check the correct image from Task 3 is included
- Make sure nothing is missing



- Format the text
- Make the heading bold
- Change the font size to big of the heading
- Use at least two different text colours
- Use different fonts (for example: heading and main text)
- Change the text alignment (for example: centre the heading, left-align the text)
- Improve the layout
- Make sure the document is easy to read
- Check spacing between lines
- Make sure the image is a suitable size
- Move the image if needed



-
- Spell check
 - Run Spell Check
 - Correct any spelling mistakes
-

- Save your work
 - Click File → Save As
 - Choose  Documents →  Digital
 - Name the file:
Task 4 – Your Name
 - Click Save
-

- Final check
- Text is formatted using different colours
- Different fonts and alignment are used
- Correct text and image are included
- Spelling has been checked
- File name is correct

